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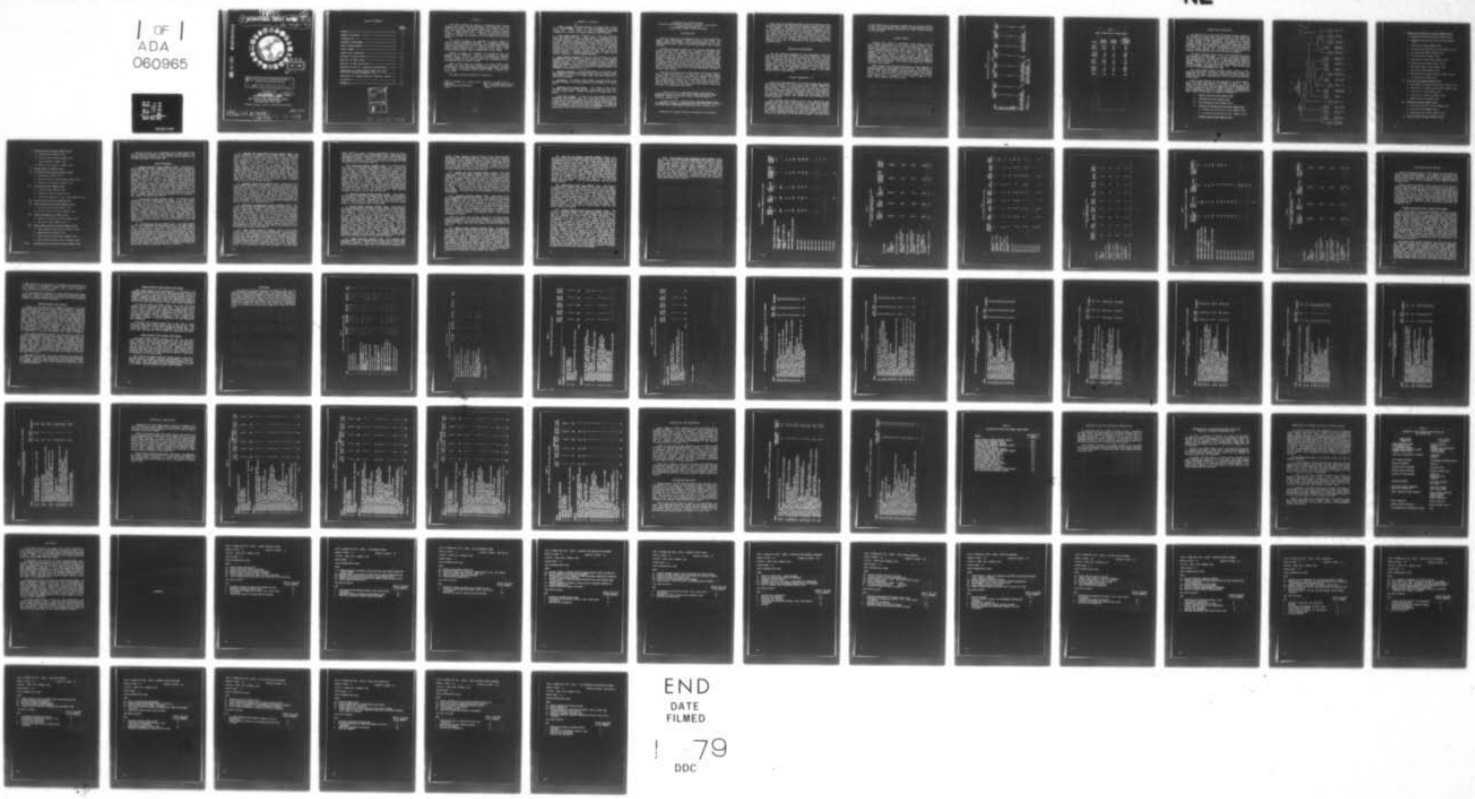

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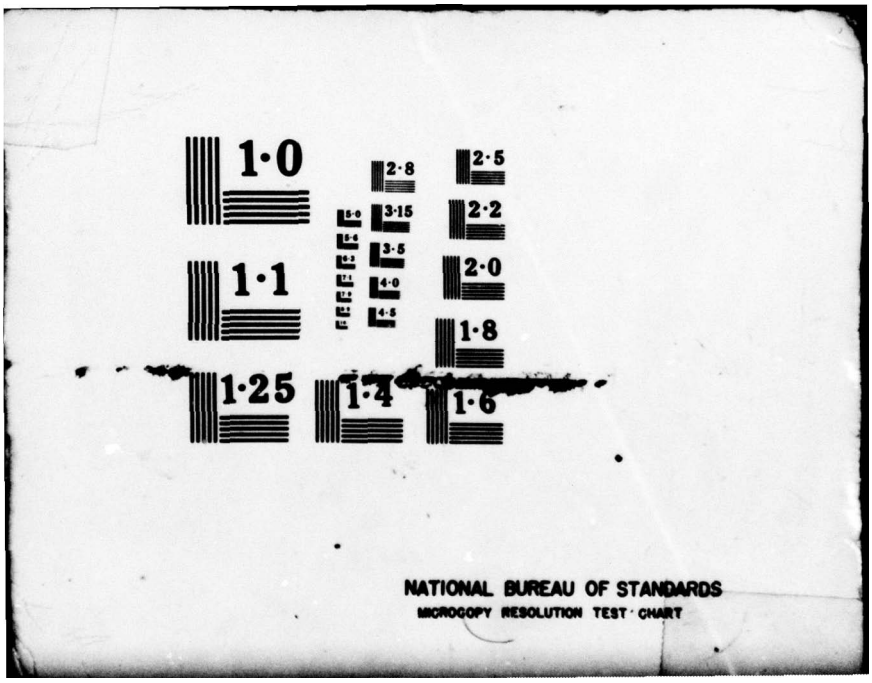
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(6) INVENTORY MANAGEMENT, MATERIEL FACILITIES, AND SUPPLY SYSTEMS CAREER LADDERS,

AFSCs 645XØ, 645XØA, 645X1 and 645X2.

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~~OCCUPATIONAL SURVEY BRANCH~~

USAF OCCUPATIONAL MEASUREMENT CENTER
LACKLAND AFB TEXAS 78236

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

(10) Reginald G. Nolte

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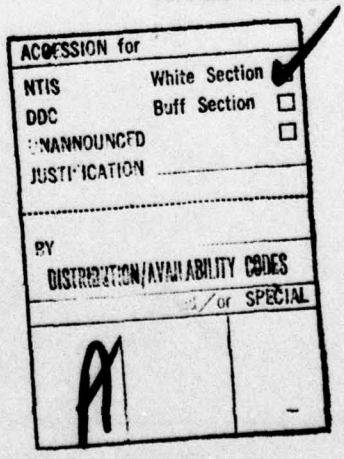

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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Inventory Management (AFS 645X0/X0A), Materiel Facilities (AFS 645X1), and Supply Systems (AFS 645X2) career ladders. This project was directed by USAF Program Technical Training, Volume 2, dated October 1975. Authority for conducting specialty surveys is contained in AFR 35-2. Computer outputs from which this report was produced are available for use by operating and training officials.

The survey instrument was developed by Captain Thomas E. Ulrich, Inventory Development Specialist. Mr. Reginald G. Nolte analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lt Col Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Lackland AFB, Texas, 78236.

Computer programs for analyzing the occupational data were designed by Dr. Raymond E. Christal, Occupational and Manpower Research Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Project Analysis and Programming Branch, Computational Sciences Division, AFHRL.

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Lackland AFB, Texas, 78236.

This report has been reviewed and is approved.

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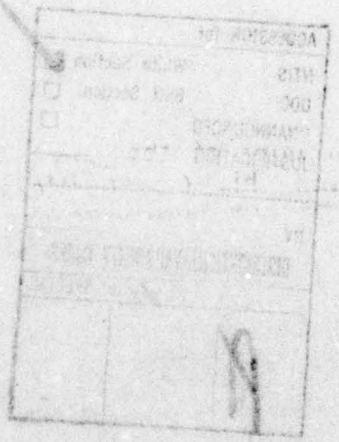

SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered to Supply career field incumbents during the period September 1977 through January 1978. Survey results are based on responses from 2,880 incumbents or 11 percent of the 26,016 assigned 645XX personnel.

2. Career Ladder Structure: Eighteen major jobs were identified within the career field, with a high degree of fragmentation noted within each job group. Ten of the jobs were being performed primarily by 645X0 personnel, including such jobs as demand processing, item research, allowance and authorization, document control, stock control, materiel control, and PCAM operators. Only one job was performed primarily by 645X1 personnel, that of inspectors. Four jobs were being performed by a mixture of both 645X0 and 645X1 personnel. These jobs included inventory, receiving, storage and issue, and pick up and delivery functions. A separate job group was noted for supply systems computer respondents, primarily 645X2 personnel.

3. Career Ladder Progression: There are clear differences in tasks performed by 5- and 7-skill level DAFSC personnel. Tasks primarily performed by 5-skill level respondents are those relating to supply or technical activities. The 7-skill level respondents continue to perform supply and technical activities but also perform many supervisory and managerial tasks. Nine-skill level respondents primarily perform only supervisory and managerial tasks.

4. AFR 39-1 Evaluation: Specialty descriptions for all skill levels were compared to the survey data and were found to present a clear, comprehensive overview of the major duties and tasks performed by career field incumbents.

5. STS Review: The 645X0, 645X0A, 645X1, and 645X2 STSs provide excellent coverage of the tasks performed by personnel in the career field.

6. Comparison with Previous Surveys: The results of this report reflected a similar career field structure to that reported in 1968, 1972, and 1974 survey reports. Overall, the results of all reports were very similar.

7. Career Field Problems: In light of the many diverse and highly fragmented jobs identified within this career field and the fact that several jobs were being performed by both 645X0 and 645X1 personnel, it appears that some consideration should be directed toward more cost effective training for first job and first term personnel. As mentioned in the DISCUSSION section of this report, an orientation course may be appropriate for most first job and first term personnel.

OCCUPATIONAL SURVEY REPORT
INVENTORY MANAGEMENT, MATERIEL FACILITIES, AND SUPPLY SYSTEMS CAREER LADDERS
(AFSCs 645X0, 645X0A, 645X1, and 645X2)

INTRODUCTION

This is a report of an occupational survey of the Inventory Management (AFS 645X0/645X0A), Materiel Facilities (AFS 645X1), and Supply Systems (AFS 645X2) career ladders completed by the Occupational Survey Branch, USAF Occupational Measurement Center, during July 1978.

Previous occupational surveys of the Inventory Management and Materiel Facilities career ladders were completed in December 1968, October 1972 (with an amendment in March 1973), and February 1974. The Supply Systems career ladder was surveyed separately and a published report was completed in March 1974. The December 1968 survey was conducted by the Air Force Human Resources Laboratory (AFHRL). The 1972 and 1974 studies were conducted by the Occupational Measurement Center as part of their operational survey program. In addition, a research project concerning these specialties was completed in February 1974 by AFHRL which compared the similarity of job types from the earlier studies of the Inventory Management and Materiel Facilities career ladders.

Since the last surveys of this career field in 1974, several classification changes have occurred. In April 1976, the Materiel Facilities (formerly AFSC 647X0) and Supply Systems (formerly AFSC 648X0) career ladders were converted to their present AFSCs. At the same time, Supply Systems ceased to be a lateral career ladder and became a separate ladder with a 5-skill level. The 9-skill level in each of the previous three ladders was also deleted and one broadened superintendent AFSC was established (AFSC 64592).

1. Phalen, William J., Occupational Survey of the Inventory Management and Materiel Facilities Career Ladders 645X0/647X0 (AFHRL-TR-68-120). Brooks Air Force Base, Texas: USAF Human Resources Laboratory, December 1968.

2. Watson, William J., The Similarity of Job Types Reported From Two Independent Analyses of Occupational Data (AFHRL-TR-73-58). Brooks Air Force Base, Texas: USAF Human Resources Laboratory, February 1974.

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Since there were significant changes in the career field since 1974, this current project was undertaken to examine the career field in light of these changes. The current report basically addresses four areas: (1) development and administration of the survey instrument; (2) the job structure found within the Inventory Management, Materiel Facilities, and Supply Systems career ladders and how this relates to skill level and experience groups and the present classification structure; (3) comparisons of the job structure with current career field documents, such as the AFR 39-1 Specialty Descriptions and Specialty Training Standards (STS); and (4) comparisons of the current findings to the previous surveys.

INVENTORY DEVELOPMENT

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-645-277 and AFPT 90-647-278. The task lists from both the 1972 and 1974 inventories were used as the starting point in developing the new task list. The old task lists were combined, revised, and revalidated through research of career field publications and directives, personal interviews with 27 subject-matter specialists at Lowry, Kelly, Lackland, and Davis-Monthan AFBs, plus written reviews from 85 experienced personnel in all of the supply career ladders. The current job inventory consists of 691 tasks grouped under 26 duty headings.

SURVEY ADMINISTRATION

During the period September 1977 through January 1978, consolidated base personnel offices in operational units worldwide administered the inventory booklets to airmen holding 645X0, 645X0A, 645X1, and 645X2 DAFSCs. These job incumbents were selected from a computer generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL). Each individual who completed the inventory first completed an identification and biographical information section, then checked each task performed in his or her current job.

After checking tasks performed in his or her present job, each incumbent then rated each of these tasks on a nine-point scale showing relative time spent on that task compared to all other tasks checked. The ratings ranged from one (very-small-amount time spent) through five (about-average time spent) to nine (very-large-amount time spent). To determine relative time spent for each task checked by a respondent, all an incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating

is then divided by the total task responses and the quotient multiplied by 100. This procedure provides a basis for comparing tasks not only in terms of percent members performing but also in terms of average percent time spent.

SURVEY SAMPLE

Personnel were selected to participate in this survey so as to insure proper representation across all three ladders surveyed. There were marked differences in the total assigned population of the three ladders and sampling percentages varied. Since the 645X0 ladder had 16,047 assigned members and the 645X1 ladder had 8,019 members, a sampling of seven to eight percent of the members in each ladder was obtained which was sufficient to cover all career ladder functions adequately . However, since the 645X0A shredout contained only 586 assigned members and the 645X2 ladder only 999 members, a sample of seven or eight percent for these ladders would not insure adequate coverage of all job functions. Thus, larger percentages were selected from these career ladders.

Table 1 reflects the percentage distribution, by major command, of assigned personnel in each ladder as of July 1977. Also reflected is the distribution by major command of airmen making up the final survey sample. The 2,880 respondents making up the final survey sample represents 11 percent of the 26,016 assigned personnel in the three career ladders and is considered to be a adequate sample of each ladder, major command, and DAFSC groups.

TABLE 1

COMMAND REPRESENTATION OF THE SURVEY SAMPLE

COMMAND	645XX							
	645X0		645X0A		645X1		645X2*	
	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
AAC	2	3	2	3	3	3	3	4
ADC	6	6	-	1	2	2	5	5
AFCS	5	4	-	1	1	1	1	2
AFLC	3	2	5	8	4	5	1	1
AFSC	3	4	3	3	3	3	3	3
ATC	8	8	4	5	8	8	10	7
MAC	15	17	4	3	15	15	11	12
PACAF	6	5	11	6	8	5	8	6
SAC	20	18	28	25	26	23	24	23
TAC	17	18	22	25	17	19	14	14
USAFA	-	-	-	1	-	-	-	1
USAFE	13	13	20	19	12	11	13	16
USAFSS	2	2	-	-	1	2	3	4
OTHER	-	-	1	-	-	3	4	2
TOTAL	100	100	100	100	100	100	100	100

TOTAL 645X0 AIRMEN ASSIGNED - 16,047
TOTAL 645X0 AIRMEN SAMPLED - 1,223
PERCENT OF 645X0 AIRMEN SAMPLED - 8%

TOTAL 645X0A AIRMEN ASSIGNED - 586
TOTAL 645X0A AIRMEN SAMPLED - 267
PERCENT OF 645X0A AIRMEN SAMPLED - 46%

TOTAL 645X1 AIRMEN ASSIGNED - 8,019
TOTAL 645X1 AIRMEN SAMPLED - 585
PERCENT OF 645X1 AIRMEN SAMPLED - 7%

TOTAL 645X2 AIRMEN ASSIGNED - 999
TOTAL 645X2 AIRMEN SAMPLED - 371
PERCENT OF 645X2 AIRMEN SAMPLED - 37%

- UNDER 1%
* 9-LEVELS NOT INCLUDED

TABLE 2

DAFSC DISTRIBUTION OF SURVEY SAMPLE

DAFSC	NUMBER ASSIGNED	NUMBER SAMPLED	PERCENT OF ASSIGNED SAMPLED
64530	4,023	114	3%
64550	8,134	727	9%
64570	3,890	382	9%
64530A	46	8	17%
64550A	328	134	41%
64570A	212	125	59%
64531	2,440	51	2%
64551	4,439	396	9%
64571	1,140	138	12%
64532	87	54	62%
64552	511	134	26%
64572	401	183	46%
64592	1,286	385	30%

CAREER FIELD STRUCTURE

An essential part of the USAF Occupational Analysis program is the examination of career ladder personnel in terms of the actual structure of the job functions they perform rather than the career field structure outlined in official documents. This examination of structure is made possible by the Comprehensive Occupational Data Analysis Programs (CODAP) which generates a hierarchical clustering of all jobs performed in the field based upon the similarity of tasks performed and the relative time spent on tasks. Background factors such as DAFSC, job title, grade, position, etc. are used only to help describe the members of job groups that the CODAP process has identified.

The basic identifying group used in the hierarchical job structuring analysis is the Job Type. A job type is a group of individuals who perform many of the same tasks and also spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types, they are grouped together and labeled as Clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These fairly unique groups are labeled Independent Job Types.

The career ladder structure analysis process consists of determining the functional job structure in terms of job types, clusters, and independent job types. Each group is described in terms of tasks performed and time spent performing them, and in terms of relevant background factors.

Based on task similarity, the jobs performed in the 645X0, 645X0A, 645X1, and 645X2 career ladders are illustrated in Figure 1. The ten clusters and eight independent job types which constitute these career ladders are listed below. Selected background and job satisfaction data for these groups are displayed in Tables 3 through 8. Representative duties, distinguishing tasks, and common background characteristics for these clusters and job types are presented in Appendix A.

I. Demand Processing Clerks (GRP162, N=40)

II. Item Research Clerks (GRP302, N=29)

III. File Maintenance Clerks (GRP964, N=14)

IV. Allowance and Authorization Personnel (GRP220, N=49)

- A. Allowance and Authorization Clerks (GRP842, N=20)
- B. Allowance and Authorization NCOICs (GRP1007, N=13)

V. Document Control Clerks (GRP105, N=61)

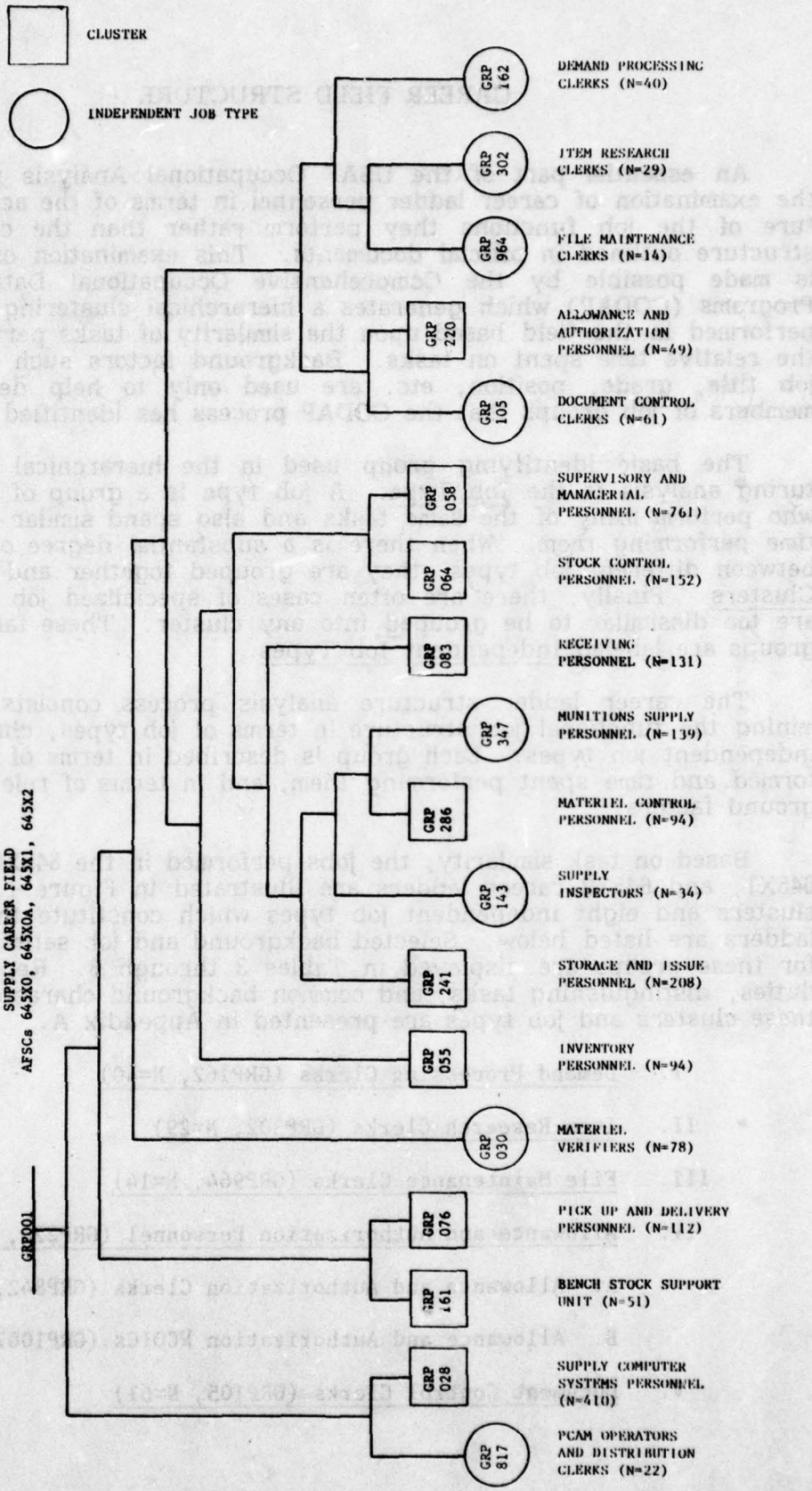

FIGURE 1
SUPPLY CAREER FIELD
AFSCs 645X0, 645X0A, 645X1, 645X2

VI. Supervisory and Managerial Personnel (GRP058, N=761)

A. Management and Procedures NCOICs (GRP1328, N=42)

B. Materiel Storage and Distribution NCOICs (GRP1283, N=92)

C. Stock Control NCOICs (GRP848, N=29)

D. Procedures and Standardization NCOICs (GRP735, N=73)

E. Munitions Supply NCOICs (GRP766, N=13)

F. Unit Supply NCOICs (GRP719, N=58)

G. Wing Materiel Control NCOICs (GRP417, N=44)

H. Demand Processing NCOICs (GRP357, N=30)

I. Base Supply Branch NCOICs (GRP263, N=98)

J. Bench Stock NCOICs (GRP759, N=15)

K. MAJCOM Supervisors/Superintendents (GRP152, N=100)

L. OJT Supervisors (GRP889, N=20)

VII. Stock Control Personnel (GRP064, N=152)

A. Requirements and Requisitioning Clerks (GRP744, N=10)

B. Requirements and Requisitioning NCOICs (GRP507, N=35)

C. Stock Control Clerks (GRP992, N=12)

D. Stock Control Technicians (GRP413, N=13)

E. MICAP Controllers (GRP1036, N=12)

VIII. Receiving Personnel (GRP083, N=131)

A. Receiving and Delivery Clerks (GRP860, N=15)

B. Receiving Clerks (GRP683, N=54)

C. Receiving Section NCOICs (GRP1158, N=11)

IX. Munitions Supply Personnel (GRP347, N=139)

X. Materiel Control Personnel (GRP286, N=94)

A. MICAP Monitors (GRP1089, N=12)

B. Materiel Control NCOICs (GRP1306, N=10)

C. Supply Custodians (GRP820, N=10)

D. Materiel Control Monitors (GRP574, N=11)

XI. Supply Inspectors (GRP143, N=34)

XII. Storage and Issue Personnel (GRP241, N=208)

A. Warehousemen (GRP343, N=65)

B. Receiving Clerks and Warehousemen (GRP346, N=92)

C. Storage and Issue NCOICs (GRP329, N=51)

XIII. Inventory Personnel (GRP055, N=94)

A. Inventory Clerks (GRP236, N=48)

B. Supply Point Monitors (GRP196, N=23)

C. Individual Equipment/Tool Issue Clerks (GRP187, N=19)

XIV. Material Control Verifiers (GRP030, N=78)

XV. Pick Up and Delivery Personnel (GRP076, N=112)

A. Pick Up and Deliverymen (GRP911, N=61)

B. Pick Up and Delivery NCOICs (GRP1033, N=15)

XVI. Bench Stock Support Unit (GRP161, N=51)

A. Bench Stock and Delivery Clerks (GRP922, N=12)

B. Bench Stock Clerks (GRP595, N=10)

XVII. Supply Computer Systems Personnel (GRP028, N=410)

A. Supply Computer Systems Operator (GRP752, N=267)

B. ADPE/PCAM NCOICs (GRP1030, N=41)

C. Supply Computer Systems NCOICs (GRP988, N=16)

D. Supply Computer Systems Analysts (GRP1003, N=22)

XVIII. PCAM Operators and Distribution Clerks (GRP817, N=22)

Eighty-six percent of the respondents in the sample perform jobs that are generally equivalent to those identified in this analysis. The remaining 14 percent perform jobs that are not directly associated with the major groupings of this career field.

Group Descriptions

I. Demand Processing Clerks (GRP162, N=40). This group is a small independent job type, comprising one percent of the total sample. All of the members hold DAFSC 645X0, with 75 percent holding the 5-skill level. These respondents spend 52 percent of their job time performing internal accounting and documenting tasks, performing maintenance support tasks, and maintaining and researching records, files, publications, and reports. In performing their duties, the members of this group spend a large amount of their time utilizing microfiche viewers or printers, and operating remote keyboards. Typical tasks are prepare issue inputs for computer processing, verify delivery priority or urgency of need designators, and process priority or special requests. These individuals indicated they work in the Demand Processing section of base supply. The members average 27 months in the career field and have an average grade of 3.2. Job interest is fairly high, with 58 percent perceiving their job as interesting. In addition, members are generally satisfied with the utilization of their talents and training (See Table 4).

II. Item Research Clerks (GRP302, N=29). This group is a small independent job type representing one percent of the total sample. Ninety-seven percent of the members hold DAFSC 645X0, with 69 percent holding the 5-skill level. The members of this group spend 71 percent of their time maintaining and researching records, files, publications, and reports, and performing internal accounting or documenting tasks. Typical tasks are research catalogues or technical publications to determine equipment or supply authorizations, research catalogues or technical publications for supply and transaction data, and prepare or maintain non-NSN requisition forms. Members average 44 months in the career field and have an average grade of 3.7. Job interest and perceived utilization of talents and training are both high (See Table 4).

III. File Maintenance Clerks (GRP964, N=14). This small independent job type represents less than one percent of the sample respondents. The members are 100 percent DAFSC 645X0 personnel, with 79 percent of them having a 5-skill level. Fifty-two percent of their time is spent performing internal accounting and documenting tasks, such as maintaining stock number directories, auditing stock number user directory data, and preparing or processing indicative data changes, such as stock list changes. These members average 31 months in the career field and have an average grade of 3.3. They express a rather low job interest (only 43 percent find their job interesting) and perceive the use of their talents as relatively low also. However, the group perceived their training as being well utilized (See Table 4).

IV. Allowance and Authorization Personnel (GRP220, N=49). This cluster represents two percent of the survey sample. Ninety-eight percent of the group members hold DAFSC 645X0, of which 61 percent have a 5-skill level. Sixty percent of their time is devoted to performing equipment review tasks and maintaining and researching records, files, publications, and reports. Typical of the tasks these respondents perform are prepare, process, or review custodian request/receipt forms, review allowance or authorization documents, and research allowance documents or publications to determine equipment or supply authorizations. Two job types appear within this cluster: Allowance and Authorization Clerks who perform primarily tasks related to the cluster, and Allowance and Authorization NCOICs who perform most of the primary tasks along with supervisory tasks. Members of this cluster average 73 months in the career field, have an average grade of 4.3, and perform an average of 41 tasks, which is somewhat higher than the previous groups discussed.

V. Document Control Clerks (GRP105, N=61). Two percent of the survey sample respondents are contained in this independent job type. Ninety-nine percent of the members of this group are DAFSC 645X0 personnel, with nearly a third of the 61 members holding the A-shred. They spend 53 percent of their time maintaining and researching reports, files, publications and reports and performing internal accounting and documenting tasks. They spend a majority of their time on such tasks as maintaining document control files or registers for supply and equipment accounts, and screening or processing delinquent source documents. Average time in the career field for members in this group is 42 months and average grade is 3.7.

VI. Supervisory and Managerial Personnel (GRP058, N=761). This is the largest cluster identified and consists of 26 percent of the total sample. Seventy-seven percent of the members in this cluster hold a 64570 or 64592 DAFSC. Members supervise an average of three airmen, have an average grade of 6.7, and an average of 17.5 years of service. They spend 76 percent of their time on supervisory or managerial tasks. Within the cluster, there are 12 job types which represent substantial job specialization along functional lines. These job types are listed under the cluster headings at the beginning of this section. One job type is composed of OJT Supervisors who spend 52 percent of their job time on training tasks. Generally members of this cluster are well satisfied with their job and feel their talents and training are being used fairly well or better (See Table 6).

VII. Stock Control Personnel (GRP064, N=152). This cluster consists of five percent of the survey respondents. Ninety-five percent of these cluster members are 645X0 airmen who spend the majority of their job time performing requirements and requisitioning tasks. Typical tasks performed were initiate follow-up actions for requisitions; prepare inputs to load, change, or delete exception codes; and prepare or submit requisition actions. Average grade was 4.2 for the cluster. Members have an average of 69 months in the career field. Sixty-seven percent of the cluster were 5-skill level incumbents. Five job types

appear within the cluster, reflecting specialization within the cluster. These were Requirements and Requisitioning Clerks, Requirements and Requisitioning NCOICs, Stock Control Clerks, Stock Control Technicians, and MICAP Controllers. Members of this cluster were also generally well satisfied with their job and feel their talents and training are being used fairly well or better (See Table 6).

VIII. Receiving Personnel (GRP083, N=131). Five percent of the total sample are represented by members of this cluster. The members of this group are primarily DAFSC 645X1 incumbents (81 percent), but there are also a scattering of 645X0 personnel (13 percent) in the cluster. Members are involved primarily in receiving property. Typical tasks performed include: examine property received for damage, prepare documents for property received without documentation, and compare physical count with information contained in receiving documents, tags, labels, or markings. Members of the cluster have an average grade of 4.0, average 71 months in the career field, and supervise an average of one airman. Three distinct job types appear within the cluster: Receiving and Delivery Clerks, Receiving Clerks, and Receiving Section NCOICs. The perception of job interest and use of talents are rather low for this group; however, their perceived utilization of training is fairly high (See Table 6).

IX. Munitions Supply Personnel (GRP347, N=139). These members are involved in inventorying equipment and supplies, and maintaining and researching records, files, publications, and reports related to munitions supply activities. Members of this group are almost exclusively 5- and 7-skill level DAFSC 645X0A airmen who have an average grade of 5.1 and average 11 years in the service.

X. Materiel Control Personnel (GRP286, N=94). Three percent of the survey respondents were found to group together in this cluster. The members of this group are almost exclusively 5- and 7-level DAFSC 645X0 personnel. They have an average grade of 4.4, and an average of 7.1 years in the career field, supervise an average of one airman, and spend the majority of their time maintaining and researching records; performing maintenance support; and shipping, storing, issuing, and transferring supplies and equipment. They perform a somewhat higher number of tasks (100) than do most of the groups with the exception of Supply Computer Systems Personnel. This high average is indicative of the diverse nature of this cluster, as is also reflected by the four job types found within the group. They are MICAP Monitors, Materiel Control NCOICs, Supply Custodians, and Materiel Control Monitors, all of whom perform somewhat unique functions in relation to each other. The members of this cluster expressed a somewhat low job interest, but generally perceive that their talents and training are being well utilized (See Table 6).

XI. Supply Inspectors (GRP143, N=34). This relatively small independent job type is composed almost exclusively of DAFSC 645X1 personnel (92 percent). They have an average grade of 4.9, an average of nine years in the career field, and supervise an average of one

airman. Supply Inspectors spend 48 percent of their time inspecting, identifying, and classifying property. Typical tasks involve condemning property items, identifying property using supply or technical publications, and researching catalogs or technical publications for item identification and classification. Job satisfaction is high, with 76 percent of this group finding their job interesting. Talents are perceived as being utilized fairly well or better by 85 percent of the group members and training by 97 percent (See Table 6).

XII. Storage and Issue Personnel (GRP241, N=208). This fairly sizable group of 208 members represent seven percent of all survey respondents. The major portion of their job time is spent on warehouse activities involving issuing, shipping, storing, and transferring supplies and equipment. The greatest number of incumbents are DAFSC 645X1 personnel (77 percent) but there are also some 645X0 personnel (17 percent) included. Members have an average grade of 4.2, and average of 6.0 years in the career field, and supervise an average of one airman. The majority of the respondents (64 percent) are 5-skill level airmen. Three distinct job types appear within the cluster; Warehousemen, Receiving Clerks and Warehousemen, and Storage and Issue NCOICs.

XIII. Inventory Personnel (GRP055, N=94). Three percent of the survey respondents make up this cluster. The members of this group are predominantly first and early second-term personnel with DAFSC 64550. Members have an average grade of 3.9, an average of 53 months in the career field, and supervise an average of one airman. These airmen spend the majority of their job time inventorying equipment and supplies, and accounting for individual and organizational equipment. Typical tasks are compare physical counts of property with stock record balance, research inventory discrepancies, conduct cycle, sample, or special inventories, and assemble, store, or issue mobility kit baggage or weapons.

Within this cluster were job types comprised of Inventory Clerks, Supply Point Monitors, and Individual Equipment or Tool Issue Clerks. Although members of this cluster express a rather low perception of the use of their talents, they feel their training is being well utilized (See Table 6).

XIV. Materiel Control Verifiers (GRP030, N=78). The members of this group represent three percent of the total sample of respondents. Ninety-one percent are DAFSC 645X0 personnel, with 71 percent having a 5-skill level. The majority of their time is devoted to performing materiel control tasks and maintaining and researching records, files, publications and reports. Although they perform a relatively low average number of tasks (23), these tasks are concentrated in areas, such as preparing verification worksheets, verifying or monitoring NORS requirements, and maintaining status boards, graphs, or charts. They have an average time in the career field of 64 months, an average grade of 4.1, and perform little or no supervision. Sixty percent find their job interesting but perceived utilization of talents and training is somewhat low in comparison to other groups (See Table 6).

XV. Pick Up and Delivery Personnel (GRP076, N=112). Four percent of the survey respondents make up this cluster. Over half of the members are in their first enlistment period and the group has an average of 49 months in the career field. Eighty-three percent of the respondents hold the 645X1 DAFSC, with 70 percent holding the 5-skill level. The average number of tasks performed by members of this group is quite low (19) and is concentrated on delivering materials and performing general facilities maintenance. Typical tasks involve delivery or pick up of property items, operating conventional vehicles such as cars or pick up trucks, and obtaining authorized representative signatures for equipment or supplies. The group members are generally not well satisfied with their jobs and feel that their talents and training are not being well utilized (See Table 8). Two job types appear within the cluster: Pick Up and Deliverymen, and Pick Up and Delivery NCOICs.

XVI. Bench Stock Support Unit (GRP161, N=51). This group of 51 respondents represent two percent of the total survey sample. Members of the group are typically first-term airmen with an average of 33 months in the career field. Sixty-four percent hold DAFSC 645X0 and 35 percent hold DAFSC 645X1. Seventy-eight percent of the 645X0 and 645X1 personnel hold the 5-skill level. The majority of their time is spent in performing maintenance support tasks, delivering materials, performing general facilities maintenance, and inventorying equipment and supplies. Typical tasks performed are replenish bench stocks, maintain surveillance of organization bench stocks, and conduct bench stock inventories. Two job types are found within the cluster. One involves bench stock clerks and one involves similar clerks who also deliver bench stock supplies.

XVII. Supply Computer System Personnel (GRP028, N=410). This cluster is the second largest in the sample representing 14 percent of the total. Eighty-six percent of the group members hold DAFSC 645X2, while the remainder are DAFSC 645X0 and 64592 respondents. The average time in the career field is 6.8 years and only six percent of the members are in their first enlistment. Members have an average grade of 5.3. As might be expected, group members spend 62 percent of their time operating the supply computer system and tape inventories and managing and analyzing computer systems. Some typical tasks are analyze computer stops for possible hardware malfunctions, review or annotate computer room diaries or logs, and develop local supply assembly language (SAL) 008 programs. Four job types appear within the cluster. The largest one, representing well over half of the cluster population is Supply Computer Systems Operator. The remaining three job types are relatively small and consist of ADPE/PCAM NCOICs, Supply Computer Systems NCOICs, and Supply Computer Systems Analysts. It is interesting to note that computer systems NCOICs and Supervisors and the ADPE/PCAM NCOICs grouped under this cluster rather than in the supervisory or PCAM clusters. The group members of this cluster generally find the job interesting and have a very good perception of the use of their talents and training.

XVIII. PCAM Operators and Distribution Clerks (GRP817, N=22). This group is one of the smallest independent job groups in the total sample. One hundred percent of the members hold DAFSC 645X0. These members perform very few tasks, 75 percent of which relate to operating and managing computer support equipment, such as operate punched card sorting machines, operate keypunches, and distribute computer outputs or products. Members of this group average 39 months in the career field, 86 percent are in their first enlistment, and they have an average grade of 3.3. Sixty-eight percent of the members find their jobs interesting. Sixty-four percent feel that their talents are fairly well utilized and 55 percent perceive their training as being utilized fairly well or better.

TABLE 3

SELECTED BACKGROUND INFORMATION FOR JOB GROUPS

	DEMAND PROCESSING CLERKS	ITEM RESEARCH CLERKS	FILE MAINTENANCE CLERKS	ALLOWANCE AND AUTHORIZATION PERSONNEL	DOCUMENT CONTROL CLERKS
AVERAGE NUMBER OF TASKS PERFORMED	27	16	23	41	28
AVERAGE NUMBER OF PERSONS SUPERVISED	NONE	NONE	NONE	1	1
AVERAGE TIME IN CAREER FIELD (MONTHS)	27	44	31	73	42
SERVICE TIME (MONTHS)	29	58	33	82	58
PERCENT MEMBERS IN FIRST ENLISTMENT	85%	62%	93%	43%	54%
DAFSC 64530	20%	21%	14%	4%	25%
DAFSC 64550	75%	69%	79%	61%	59%
DAFSC 64570	5%	7%	7%	33%	15%
DAFSC 64531	-	-	-	-	-
DAFSC 64551	-	-	-	-	-
DAFSC 64571	-	-	-	-	-
DAFSC 64532	-	-	-	-	-
DAFSC 64552	-	-	-	-	1%
DAFSC 64572	-	-	-	-	-
DAFSC 64592	-	-	-	-	-
NO RESPONSE	-	3%	-	2%	-

TABLE 4

JOB SATISFACTION INFORMATION FOR JOB GROUPS
(PERCENT MEMBERS RESPONDING)

	DEMAND PROCESSING CLERKS	ITEM RESEARCH CLERKS	FILE MAINTENANCE CLERKS	ALLOWANCE AND AUTHORIZATION PERSONNEL	DOCUMENT CONTROL CLERKS
JOB INTEREST					
DULL	13	10	36	12	16
SO-SO	28	14	21	23	26
INTERESTING	58	69	43	65	56
NO REPLY	1	7	-	-	2
UTILIZATION OF TALENTS					
NOT AT ALL OR VERY LITTLE	33	14	43	27	39
FAIRLY WELL OR BETTER	77	86	57	73	59
NO REPLY	-	-	-	-	2
UTILIZATION OF TRAINING					
NOT AT ALL OR VERY LITTLE	18	17	7	25	34
FAIRLY WELL OR BETTER	82	80	93	75	66
NO REPLY	-	3	-	-	-
REENLISTMENT INTENTIONS					
NO, OR PROBABLY NO	38	55	21	47	34
YES, OR PROBABLY YES	62	42	79	51	63
NO REPLY	-	3	-	2	3
TOTAL MEMBERS IN JOB GROUP	40	29	14	49	61

TABLE 5

SELECTED BACKGROUND INFORMATION FOR JOB GROUPS

	SUPERVISORY AND MANAGERIAL PERSONNEL	STOCK CONTROL PERSONNEL	RECEIVING PERSONNEL	MUNITIONS SUPPLY PERSONNEL	MATERIEL CONTROL PERSONNEL	SUPPLY INSPECTORS	STORAGE AND ISSUE PERSONNEL	INVENTORY PERSONNEL	MATERIEL CONTROL VERIFIERS
AVERAGE NUMBER OF TASKS PERFORMED	58	38	30	131	100	65	59	30	23
AVERAGE NUMBER OF PERSONS SUPERVISED	3	1	1	1	1	1	1	1	NONE
AVERAGE TIME IN CAREER FIELD (MONTHS)	195	69	71	104	85	108	72	53	64
SERVICE TIME (MONTHS)	210	75	77	132	97	118	81	66	71
PERCENT MEMBERS IN FIRST ENLISTMENT	3%	44%	59%	9%	35%	15%	48%	46%	46%
DAFSC 64530	-	9%	3%	1%	3%	-	2%	9%	10%
DAFSC 64550	11%	67%	8%	55%	67%	3%	11%	67%	71%
DAFSC 64570	34%	19%	2%	42%	23%	-	4%	11%	10%
DAFSC 64531	-	-	9%	-	1%	-	8%	-	-
DAFSC 64551	2%	1%	53%	1%	1%	65%	53%	11%	5%
DAFSC 64571	6%	-	19%	-	1%	27%	16%	2%	1%
DAFSC 64532	-	-	-	-	-	-	-	-	-
DAFSC 64552	-	-	-	-	-	-	-	-	-
DAFSC 64572	2%	-	-	-	-	-	-	-	-
DAFSC 64592	43%	3%	2%	-	2%	-	1%	-	1%
NO RESPONSE	2%	1%	4%	1%	2%	5%	5%	-	2%

TABLE 6

JOB SATISFACTION INFORMATION FOR JOB GROUPS
(PERCENT MEMBERS RESPONDING)

	SUPERVISORY AND MANAGERIAL PERSONNEL	STOCK CONTROL PERSONNEL	RECEIVING PERSONNEL	MUNITIONS SUPPLY PERSONNEL	MATERIEL CONTROL PERSONNEL	SUPPLY INSPECTORS	STORAGE AND ISSUE PERSONNEL	INVENTORY PERSONNEL	MATERIEL CONTROL VERIFIERS
JOB INTEREST									
DULL	7	11	22	13	13	6	18	17	19
SO-SO	10	8	24	16	17	18	25	22	21
INTERESTING	79	79	50	68	65	76	54	59	60
NO REPLY	4	2	4	3	5	-	3	2	-
UTILIZATION OF TALENTS									
NOT AT ALL OR VERY LITTLE	13	22	44	19	22	15	30	40	33
FAIRLY WELL OR BETTER	85	77	54	80	75	85	69	60	65
NO REPLY	2	1	2	1	3	-	1	-	2
UTILIZATION OF TRAINING									
NOT AT ALL OR VERY LITTLE	15	17	22	12	30	3	22	26	39
FAIRLY WELL OR BETTER	83	82	75	87	69	97	77	73	60
NO REPLY	2	1	3	1	1	-	1	1	1
REENLISTMENT INTENTIONS									
NO OR PROBABLY NO	34	33	40	24	25	18	27	43	47
YES OR PROBABLY YES	63	64	58	75	74	79	71	55	50
NO REPLY	3	3	2	1	1	3	2	2	3
TOTAL MEMBERS IN JOB GROUP	761	152	131	139	94	34	208	94	78

TABLE 7

SELECTED BACKGROUND INFORMATION FOR JOB GROUPS

	PICK UP AND DELIVERY PERSONNEL	BENCH STOCK SUPPORT UNIT	SUPPLY COMPUTER SYSTEMS PERSONNEL	PCAM OPERATORS AND DISTRIBUTION CLERKS
AVERAGE NUMBER OF TASKS PERFORMED	19	25	125	16
AVERAGE NUMBER OF PERSONS SUPERVISED	1	NONE	1	1
AVERAGE TIME IN CAREER FIELD (MONTHS)	49	33	81	39
SERVICE TIME (MONTHS)	56	39	138	46
PERCENT MEMBERS IN FIRST ENLISTMENT	64%	74%	6%	86%
DAFSC 64530	3%	12%	1%	14%
DAFSC 64550	11%	47%	1%	82%
DAFSC 64570	3%	4%	2%	4%
DAFSC 64531	8%	2%	1%	-
DAFSC 64551	70%	31%	1%	-
DAFSC 64571	5%	2%	-	-
DAFSC 64532	-	-	13%	-
DAFSC 64552	-	-	32%	-
DAFSC 64572	-	-	41%	-
DAFSC 64592	-	-	8%	-
NO RESPONSE	-	2%	-	-

TABLE 8

JOB SATISFACTION INFORMATION FOR JOB GROUPS
(PERCENT MEMBERS PERFORMING)

	PICK UP AND DELIVERY PERSONNEL	BENCH STOCK SUPPORT UNIT	SUPPLY COMPUTER SYSTEMS PERSONNEL	PCAM OPERATORS AND DISTRIBUTION CLERKS
JOB INTEREST				
DULL	20	22	8	9
SO-SO	30	22	10	23
INTERESTING	46	55	77	68
NO REPLY	4	1	5	-
UTILIZATION OF TALENTS				
NOT AT ALL OR VERY LITTLE	50	52	17	36
FAIRLY WELL OR BETTER	47	47	81	64
NO REPLY	3	1	2	-
UTILIZATION OF TRAINING				
NOT AT ALL OR VERY LITTLE	35	35	13	36
FAIRLY WELL OR BETTER	62	65	85	55
NO REPLY	3	-	2	9
REENLISTMENT INTENTIONS				
NO, PROBABLY NO	38	55	30	41
YES, PROBABLY YES	60	43	68	54
NO REPLY	2	2	2	5
TOTAL MEMBERS IN JOB GROUP	112	51	410	22

ANALYSIS OF DAFSC GROUPS

Task and background data of DAFSC groups are also examined as part of each occupational analysis. This analysis allows for the identification of skill level differences and similarities. Furthermore, this data by DAFSC groups aid in the analysis of career ladder documents, such as the AFR 39-1 specialty descriptions and the Specialty Training Standard (STS).

Table 9 shows the relative percent time spent by all skill level groups within each ladder on the various duties in the job inventory. Table 10 reflects relative time spent on duties across career ladders. As expected, there are clear differences in the relative percent time spent on duties by the 5-, 7-, and 9-skill level groups within each ladder and between the various career ladders. Five-skill level respondents use most of their job time performing technical and supply tasks, while 7-skill level respondents tend to increasingly spend more of their time on supervisory and management tasks. The 9-skill level personnel spend most of their time (78 percent) performing supervisory and management tasks.

Inventory Management Career Ladder (AFSC 645X0)

This career ladder was quite heterogeneous in terms of jobs performed by career ladder respondents. As discussed in the CAREER LADDER STRUCTURE section, a predominate number of these personnel were found in 13 of the 18 groups identified. These included such jobs as: Demand Processing Clerks, Item Research Clerks, File Maintenance Clerks, Allowance and Authorizations Personnel, Materiel Control Personnel, Inventory Personnel, Bench Stock Support Unit Personnel, and PCAM Operators. These jobs are extremely heterogenous in terms of tasks performed across groups. Within each job group there is a great deal of heterogeneity in that almost all tasks have low percentages of members performing. In general, these groups of respondents were found to form around a small core of common tasks, with the percent members performing all other tasks falling off sharply. The heterogeneity is further illustrated in that only 13 of the 691 tasks in the survey are performed by more than 30 percent of the 645X0 DAFSC respondents.

The DAFSC 645X0 members indicated that their time was being spent primarily maintaining and researching records, files, publications, and reports; operating and managing computer support equipment; performing requirements and requisitioning tasks; performing maintenance support tasks; and performing internal accounting and documenting tasks. Tasks performed by the 3- and 5-skill level respondents were similar. Both skill levels perform a low average number of relatively easy tasks such as operate remote keyboard units, establish or maintain suspense files, and operate microfiche viewers or printers. The primary differentiating factor for the 5-skill level respondents was

a slight increase in the time spent on supervisory and managerial areas as reflected by the performance of such tasks as develop or improve work methods or procedures, maintain status boards, graphs, or charts, and determine work priorities.

At the 7-skill level, members are still involved with some supply tasks, but 64 percent of their time is devoted to supervisory duties A through E. Table 11 reflects those tasks which most clearly distinguish between DAFSC 64550 and 64570 personnel.

Munitions Supply (AFSC 645X0A)

Overall, the job performed by the 645X0A respondents is somewhat more homogeneous than that for other 645X0 respondents. This homogeneity is illustrated by two findings: almost 100 of the inventory tasks are performed by more than 30 percent of the 645X0A respondents (versus 13 tasks for 645X0 respondents) and while a number of these respondents are scattered among various clusters and independent job types, over 52 percent grouped into the Munitions Supply Personnel job group. However, an examination of the tasks and jobs performed by these respondents show that they differ very little from those jobs performed by other DAFSC 645X0 respondents. These members perform the full spectrum of inventory management tasks from item research, file maintenance, inventorying equipment, and performing internal accounting procedures. The only variance from 645X0 respondents is the performance of inventory management tasks related to munitions.

The A-shred respondents indicated that the majority of their time was spent maintaining and researching records, files, publications, and reports; inventorying equipment and supplies; preparing munitions reports and documents; and performing internal accounting and documenting tasks. The 3- and 5-skill levels perform essentially the same tasks. Representative tasks include: operate remote keyboard units; conduct cycle, sample, or special inventories; and prepare issuing or shipping documents. Differentiating tasks which more 5-skill level personnel perform, include prepare or submit requisition actions, prepare requests for requisition cancellation; and prepare or maintain exception control cards.

Seven-skill level members are more involved in supervisory tasks associated with directing and implementing; inspecting and evaluating; and training. However, supply tasks continue to be performed. Table 12 highlights tasks which most clearly distinguish between the 64550A and 64570A respondents.

Materiel Facilities Career Ladder (AFSC 645X1)

This career ladder is also heterogeneous. As discussed in the CAREER LADDER STRUCTURE section, these members were found to be predominant in five of the 18 clusters and were primarily involved in receiving, inspecting, identifying, and classifying property as well as issuing, shipping, storing, and transferring supplies and equipment. Similar to the 645X0 respondents, only 21 of the inventory tasks are performed by more than 30 percent of these 645X1 DAFSC respondents.

As with the 645X0 and 645X0A ladders, the 3- and 5-skill level members perform essentially the same tasks. Typical tasks include deliver or pick up property items; operate conventional vehicles such as cars or pick-up trucks; and place property in warehouse bins, racks, or bays. Tasks which are more representative of 5-skill level respondents include compare identity, condition, or status of property with information contained in receiving documents or tags; condemn items; and research catalogs or technical publications for item identification and classification.

Seven-skill level personnel devote less of their time to supply tasks, with supervisory duties taking up more of their job time. Table 13 depicts those tasks which clearly distinguish between the 5- and 7-skill level members. As might be expected, all of the tasks where more 7-skill level personnel are performing are supervisory in nature.

Supply Systems Career Ladders (AFSC 645X2)

The DAFSC 645X2 members indicated that their time was being spent primarily operating the supply computer system and tape inventories, managing and analyzing computer systems, and maintaining programs. Both the 3- and 5-skill level personnel spend over 60 percent of their job time in a single duty area, operating the supply computer system and tape inventories (Duty G). This concentration in one duty area along with the fact that 156 inventory tasks are performed by over 30 percent of these respondents indicates a high degree of homogeneity for this career ladder.

The 7-skill level members spend the greater amount of their total job time managing, analyzing, operating, and maintaining the computer. Table 14 show tasks which most clearly distinguish between the 5- and 7-skill levels. The vast majority of these incumbents are to be found in the Supply Computer Systems Personnel cluster (GRP028).

AFSC 64592

Nine-skill level respondents indicated the majority of their time was spent performing managerial, supervisory, and administrative tasks In contrast to 7-skill level respondents who perform both supply or technical tasks and supervisory tasks, the 9-level repondents indicated that they perform relatively few supply or technical tasks while devoting 78 percent of their job time to supervisory duties such as directing and implementing, organizing and planning, and inspecting and evaluating. Tables 15 through 18 reflect those tasks which best differentiate between the 7-skill levels in each career ladder and 9-skill level incumbents.

TABLE 9

PERCENT TIME SPENT ON DUTIES BY AFS 645XX DAFSC GROUPS

DUTY		DAFSC 645X0			DAFSC 645X0A			DAFSC 645X1			DAFSC 645X2			DAFSC 64592
		3	5	7	3A	5A	7A	3	5	7	3	5	7	
A	ORGANIZING AND PLANNING	3	4	13	2	3	9	4	4	13	1	2	5	19
B	DIRECTING AND IMPLEMENTING	5	8	21	6	6	18	5	6	19	1	2	8	29
C	INSPECTING AND EVALUATING	1	2	9	1	2	7	1	2	8	-	1	6	17
D	TRAINING	3	3	7	2	3	7	2	3	7	-	1	3	5
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	19	16	14	19	15	13	3	5	7	1	1	4	8
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	10	7	2	4	4	3	3	4	2	7	5	4	1
G	OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	3	2	1	2	2	1	3	1	1	68	61	32	2
H	PERFORMING MANUAL ACCOUNTING PROCEDURES	2	3	2	2	6	5	1	1	1	-	-	-	1
I	MAINTAINING PROGRAMS	-	-	-	-	-	-	-	-	-	9	11	8	-
J	MANAGING AND ANALYZING COMPUTER SYSTEMS	-	-	1	-	-	-	-	-	-	12	14	20	3
K	PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	-	-	-	-	-	-	-	-	-	1	1	5	1
L	INVENTORYING EQUIPMENT AND SUPPLIES	4	5	2	14	11	7	5	5	2	-	-	-	-
M	PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	2	2	4	2	3	5	1	1	2	-	-	4	5
N	PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	9	7	2	8	8	4	2	2	1	-	1	1	1
O	PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	9	9	4	3	10	6	2	1	1	-	-	-	2
P	PERFORMING MAINTENANCE SUPPORT TASKS	8	8	3	6	6	3	3	4	1	-	-	-	1
Q	PERFORMING EQUIPMENT REVIEW TASKS	2	3	3	-	-	-	-	-	-	-	-	-	1

TABLE 9 (CONTINUED)

PERCENT TIME SPENT ON DUTIES BY AFS 645XX DAFSC GROUPS

DUTY		DAFSC 645X0			DAFSC 645X0A			DAFSC 645X1			DAFSC 645X2			DAFSC 64592
		3	5	7	3A	5A	7A	3	5	7	3	5	7	
R	PERFORMING ENGINE MANAGEMENT TASKS	-	-	1	-	-	-	-	-	-	-	-	-	-
S	PERFORMING FUNDS MANAGEMENT TASKS	-	-	1	-	-	-	-	-	-	-	-	-	-
T	ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	2	2	1	2	-	-	-	-	1	-	-	-	-
U	PERFORMING MATERIEL CONTROL TASKS	3	5	3	1	-	-	1	1	1	-	-	-	1
V	PREPARING MUNITIONS REPORTS AND DOCUMENTS	-	-	-	9	5	4	-	-	-	-	-	-	-
W	RECEIVING PROPERTY	3	3	1	3	5	2	15	14	9	-	-	-	1
X	INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	2	2	1	2	2	2	2	6	5	-	-	-	1
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	4	4	2	8	5	3	28	20	13	-	-	-	1
Z	DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	6	5	2	4	4	1	19	20	6	-	-	-	-

- LESS THAN 1 PERCENT

TABLE 10

PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 645XX N=2880	DAFSC 645X0 N=1224	DAFSC 645X0A N=267	DAFSC 645X1 N=585	DAFSC 645X2 N=371
MANAGEMENT, SUPERVISION AND ADMINISTRATION					
A ORGANIZING AND PLANNING	8	7	6	6	3
B DIRECTING AND IMPLEMENTING	13	12	11	9	5
C INSPECTING AND EVALUATING	5	4	5	4	3
D TRAINING	4	5	4	4	2
E MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	10	16	14	5	3
TOTAL	40	44	40	28	16
TECHNICAL					
F OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	4	6	3	3	5
G OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	8	2	1	1	47
H PERFORMING MANUAL ACCOUNTING PROCEDURES	2	2	5	1	-
I MAINTAINING PROGRAMS	1	-	-	-	9
J MANAGING AND ANALYZING COMPUTER SYSTEMS	3	-	-	-	17
K PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	1	-	-	-	3
L INVENTORYING EQUIPMENT AND SUPPLIES	4	4	9	4	-
M PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	3	2	4	1	2
N PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	4	6	6	2	1
O PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	4	7	8	1	-
P PERFORMING MAINTENANCE SUPPORT TASKS	4	7	5	3	-
Q PERFORMING EQUIPMENT REVIEW TASKS	1	3	-	-	-
R PERFORMING ENGINE MANAGEMENT TASKS	-	-	-	-	-
S PERFORMING FUNDS MANAGEMENT TASKS	-	-	-	-	-
T ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	1	1	-	1	-

TABLE 10 (CONTINUED)

PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 645XX N=2880	DAFSC 645X0 N=1224	DAFSC 645X0A N=267	DAFSC 645X1 N=585	DAFSC 645X2 N=371
TECHNICAL (CONTINUED)					
U PERFORMING MATERIEL CONTROL TASKS	2	4	-	1	-
V PREPARING MUNITIONS REPORTS AND DOCUMENTS	1	-	5	-	-
W RECEIVING PROPERTY	4	2	4	13	-
X INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	2	2	2	5	-
Y ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	6	4	5	19	-
Z DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	5	4	3	17	-
TOTAL	60	56	60	72	84

\- LESS THAN 1 PERCENT

TABLE 11

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64550 AND 64570 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64550	DAFSC 64570	DIFFERENCE
B25	DRAFT CORRESPONDENCE	28	78	-50
C25	WRITE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)	15	61	-46
A22	SCHEDULE LEAVES OR PASSES	11	57	-46
B2	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY PROBLEMS	23	68	-45
D13	MAINTAIN TRAINING RECORDS	14	58	-44
B36	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	14	56	-42
A14	PLAN OR SCHEDULE WORK ASSIGNMENTS	14	53	-39
B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	31	69	-38
B44	SUPERVISE INVENTORY MANAGEMENT SPECIALIST (AFSC 64550) PERSONNEL	15	53	-38
A3	DETERMINE WORK PRIORITIES	32	68	-36
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	10	45	-35
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	38	72	-34
B33	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	23	56	-33
A7	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	10	43	-33
A8	ESTABLISH PERFORMANCE STANDARDS	10	42	-32

TABLE 12

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64550A AND 64570A PERSONNEL
(PERCENT MEMBERS PERFORMING)

	TASKS	DAFSC 64550A	DAFSC 64570A	DIFFERENCE
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	13	58	-45
B2	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY PROBLEMS	29	74	-45
C1	ANALYZE INSPECTOR GENERAL (IG), AUDIT, OR FIELD VISIT REPORTS	21	65	-44
B36	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	19	63	-44
C25	WRITE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)	23	66	-43
B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	32	74	-42
A22	SCHEDULE LEAVES OR PASSES	18	59	-41
B33	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	27	68	-41
D13	MAINTAIN TRAINING RECORDS	22	61	-39
A3	DETERMINE WORK PRIORITIES	43	82	-39
B45	SUPERVISE INVENTORY MANAGEMENT SPECIALIST-MUNITIONS (AFSC 64550A) PERSONNEL	23	62	-39
B16	DIRECT MUNITIONS SUPPLY FUNCTIONS	44	82	-38
A14	PLAN OR SCHEDULE WORK ASSIGNMENTS	23	61	-38
A7	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	21	58	-37
B49	SUPERVISE INVENTORY MANAGEMENT SUPERVISOR-MUNITIONS (AFSC 64570A) PERSONNEL	7	44	-37
N20	PREPARE INPUTS TO LOAD, CHANGE, OR DELETE RECORDS SUCH AS ITEM RECORDS OR EXCEPTION PHRASE RECORDS	52	25	+27
N9	INITIATE REVERSE POST ACTIONS INVOLVING DOCUMENTATION ERRORS	56	30	+26

TABLE 13

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64551 AND 64571 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64551	DAFSC 64571	DIFFERENCE
B2	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY PROBLEMS	28	80	-52
C25	WRITE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)	17	68	-51
B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	23	74	-51
A22	SCHEDULE LEAVES OR PASSES	10	56	-46
D13	MAINTAIN TRAINING RECORDS	18	60	-42
B46	SUPERVISE MATERIEL FACILITIES SPECIALIST (AFSC 64551) PERSONNEL	16	57	-41
A14	PLAN OR SCHEDULE WORK ASSIGNMENTS	20	60	-40
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	30	69	-39
B33	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	22	59	-37
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	11	48	-37
A19	PLAN WORK PRIORITIES	18	53	-35
D5	CONDUCT ON-THE-JOB TRAINING (OJT)	24	57	-33
B36	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	12	45	-33
A3	DETERMINE WORK PRIORITIES	36	68	-32
B25	DRAFT CORRESPONDENCE	10	42	-32

TABLE 14

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64552 AND 64572 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64552	DAFSC 64572	DIFFERENCE
B25	DRAFT CORRESPONDENCE	13	61	-48
B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	17	58	-41
J42	REVIEW M-32 REPORTS TO IDENTIFY POTENTIAL PROBLEM AREAS OR SYSTEM DEFICIENCIES	16	54	-38
C1	ANALYZE INSPECTOR GENERAL (IG), AUDIT, OR FIELD VISIT REPORTS	5	42	-37
G36	PREPARE OR LABEL TAPES USING UTILITY PROGRAM (UTL) 036	93	49	+44
G42	PROCESS END OF NIGHT (EON) ACTIONS	92	52	+40
G59	ROTATE TAPES	81	43	+38
G4	CLEAN, REHABILITATE, OR DISPOSE OF TAPES	84	47	+37
G41	PREPARE UNIVAC 1050-II SYSTEMS FOR PREVENTIVE MAINTENANCE	84	47	+37
G33	PREPARE ADPE MAINTENANCE RECORD FORMS (AF FORM 597)	94	57	+37
G48	RECORD TAPE DATA ON STANDARD BASE SUPPLY TAPE LABEL FORMS (AF FORM 2008)	95	58	+37
G61	SET OR READ REAL TIME CLOCKS	93	56	+37
G23	MONITOR REMOTE OPERATIONS THROUGH ACTIVE LINE INDICATORS	94	58	+36
G8	FILE OR RETRIEVE TAPES FROM STORAGE	91	56	+35
G16	LABEL OFF-LINE COMPUTER PRODUCTS	92	57	+35

TABLE 15

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64570 AND 64592 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64570	DAFSC 64592	DIFFERENCE
C18	EVALUATE SUGGESTIONS	26	64	-38
C26	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	20	57	-37
A15	PLAN PERSONNEL REQUIREMENTS	22	59	-37
C1	ANALYZE INSPECTOR GENERAL (IG), AUDIT, OR FIELD VISIT REPORTS	41	78	-37
B48	SUPERVISE INVENTORY MANAGEMENT SUPERVISOR (AFSC 64570) PERSONNEL	21	58	-37
A4	DEVELOP MANAGEMENT BY OBJECTIVES (MBO) PROGRAMS OR CRITERIA	19	55	-36
A7	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	43	79	-36
C7	CONDUCT FOLLOW-UP OR SPECIAL-SUBJECT INSPECTIONS	30	64	-34
B35	INITIATE UNIT DETAIL LISTING (UDL) CHANGE REQUESTS	9	42	-33
B38	PREPARE RECOMMENDATIONS OF CHANGES IN PROCEDURES OR POLICIES FOR SUBMISSION TO HIGHER HEADQUARTERS	25	58	-33
B34	INITIATE PERSONNEL ACTIONS	32	65	-33
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	45	77	-32
B6	DIRECT ADMINISTRATIVE FUNCTIONS	11	42	-31
A5	DEVELOP ORGANIZATIONAL CHARTS	13	44	-31
C19	EVALUATE SUPPLY EFFECTIVENESS FROM SURVEYS OR OPERATIONAL DATA	20	50	-30

TABLE 16

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64570A AND 64592 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64570A	DAFSC 64592	DIFFERENCE
B48	SUPERVISE INVENTORY MANAGEMENT SUPERVISOR (AFSC 64570) PERSONNEL	4	58	-54
C18	EVALUATE SUGGESTIONS	25	64	-39
B16	DIRECT MUNITIONS SUPPLY FUNCTIONS	82	5	+77
L2	COMPARE PHYSICAL COUNTS OF PROPERTY WITH STOCK RECORD BALANCES	64	5	+59
B45	SUPERVISE INVENTORY MANAGEMENT SPECIALIST-MUNITIONS (AFSC 64550A) PERSONNEL	62	3	+59
L4	CONDUCT CYCLE, SAMPLE, OR SPECIAL INVENTORIES	61	3	+58
V7	PREPARE MUNITIONS INVENTORY REPORTS	56	1	+55
L23	RESEARCH INVENTORY DISCREPANCIES	58	5	+53
E30	TYPE CORRESPONDENCE OR REPORTS	56	6	+50
V1	MAINTAIN MUNITIONS CONTROL DOCUMENT SUPPORT FILES	47	1	+46
E19	OPERATE MICROFICHE VIEWERS OR PRINTERS	70	24	+46
L7	CONDUCT SUPPLY POINT INVENTORIES	48	2	+46
O18	PREPARE OR SUBMIT REQUISITION ACTIONS	50	4	+46
V3	PREPARE AMMUNITION LOT NUMBER REPORTS	45	0	+45
L10	ESTABLISH CYCLE INVENTORY OR PRE-INVENTORY SCHEDULES	44	1	+43
L9	COUNT PROPERTY	46	4	+42

TABLE 17

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64571 AND 64592 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64571	DAFSC 64592	DIFFERENCE
B48	SUPERVISE INVENTORY MANAGEMENT SUPERVISOR (AFSC 64570) PERSONNEL	4	58	-54
C1	ANALYZE INSPECTOR GENERAL (IG), AUDIT, OR FIELD VISIT REPORTS	25	78	-53
A7	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	26	79	-53
B25	DRAFT CORRESPONDENCE	43	94	-51
B38	PREPARE RECOMMENDATIONS OF CHANGES IN PROCEDURES OR POLICIES FOR SUBMISSION TO HIGHER HEADQUARTERS	7	58	-51
C26	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	11	57	-46
C19	EVALUATE SUPPLY EFFECTIVENESS FROM SURVEYS OR OPERATIONAL DATA	8	50	-42
C18	EVALUATE SUGGESTIONS	22	64	-42
B26	ESTABLISH ADMINISTRATIVE REQUIREMENTS OR PROCEDURES	9	50	-41
B34	INITIATE PERSONNEL ACTIONS	25	65	-40
A13	PLAN LAYOUT OF FACILITIES	30	70	-40
C7	CONDUCT FOLLOW-UP OR SPECIAL-SUBJECT INSPECTIONS	25	64	-39
B46	SUPERVISE MATERIEL FACILITIES SPECIALIST (AFSC 64551) PERSONNEL	57	12	+45
Y33	SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	38	4	+34

TABLE 18

TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN DAFSC 64572 AND 64592 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 64572	DAFSC 64592	DIFFERENCE
B34	INITIATE PERSONNEL ACTIONS	21	65	-44
A2	CALCULATE REQUIREMENTS FOR SPACE, PERSONNEL, OR EQUIPMENT	24	68	-44
A15	PLAN PERSONNEL REQUIREMENTS	20	59	-39
J24	DEVELOP LOCAL SAL 008 PROGRAMS	74	7	+67
G56	REVIEW AIR FORCE-WIDE RELEASES	84	18	+66
J17	COMPILE SUPPLY ASSEMBLY LANGUAGE (SAL) 008 PROGRAMS OR PREPARE DOCUMENTATION AND RUN INSTRUCTIONS	72	7	+65
G1	ANALYZE COMPUTER STOPS FOR POSSIBLE HARDWARE MALFUNCTIONS	70	7	+63
G35	PREPARE OR ANALYZE PROGRAM SELECT CARDS	73	10	+63
G12	INTERPRET CONSOLE PANEL DISPLAYS TO DETERMINE PROGRAM HALT CONDITIONS	69	6	+63
G9	INITIALIZE COMPUTER SYSTEMS	66	4	+62
G21	LOAD READER INPUTS	66	4	+62
G13	INTERPRET DIAGNOSTIC PANELS AND CORRECT PERIPHERAL MALFUNCTIONS	65	4	+61
G58	REVIEW OR ANNOTATE COMPUTER ROOM DIARIES OR LOGS	66	5	+61
G50	REMOVE COMPUTER IN-LINE OUTPUTS FROM PRINTERS	63	3	+60
G57	REVIEW DAILY CONSOLE OPERATOR PROGRAM RUN SCHEDULES	67	7	+60
G52	RESEARCH, ANALYZE, AND CORRECT COMPUTER OPERATIONS ORIENTED REJECTS	66	6	+60
G20	LOAD OR RELOAD FORMS IN PRINTERS	64	5	+59
G10	INITIALIZE OR REINITIALIZE REMOTES	63	4	+59

ANALYSIS OF AFMS GROUPS

Comparisons were also made between groups of personnel on the basis of total active federal military service (TAFMS). TAFMS groups are used to contrast tasks performed as a function of different levels of experience in the career ladders.

Tables 19 through 22 reflect the relative percent time spent on the 26 duty categories by personnel within each AFMS group for the three career ladders surveyed. In general, the job differences between AFMS groups within each ladder are similar to those noted for DAFSC groups. However, where the differences in tasks performed associated with skill groups tend to be larger and generally exclusive between skill levels, the job differences between enlistment groups are normally more moderate and reflect a greater degree of overlap between technical, supervisory, and/or managerial tasks performed by personnel of AFMS groups having successively increased experience.

Job time spent performing managerial, supervisory, and administrative duties increases progressively in all three ladders up through the 241+ months group. Conversely, for supply and technical tasks, the job time spent decreases progressively as one progresses to the higher AFMS groups.

TABLE 19

PERCENT TIME SPENT ON DUTIES BY AFS 645X0 AFMS GROUPS

DUTIES	MONTHS AFMS 1-48 (N=510)	49-96 (N=248)	97-144 (N=194)	145-192 (N=92)	193-240 (N=99)	241+ (N=77)
MANAGEMENT, SUPERVISION, AND ADMINISTRATION						
A ORGANIZING AND PLANNING	3	5	9	11	16	15
B DIRECTING AND IMPLEMENTING	5	12	15	22	20	23
C INSPECTING AND EVALUATING	1	3	6	9	8	11
D TRAINING	2	6	7	7	5	8
E MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	17	16	15	14	14	13
TOTAL	28	42	52	63	63	70
TECHNICAL						
F OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	9	5	3	2	2	2
G OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	2	2	1	1	1	1
H PERFORMING MANUAL ACCOUNTING PROCEDURES	3	3	2	2	1	2
I MAINTAINING PROGRAMS	-	-	-	-	-	-
J MANAGING AND ANALYZING COMPUTER SYSTEMS	-	-	-	1	-	1
K PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	-	-	-	-	-	1
L INVENTORYING EQUIPMENT AND SUPPLIES	5	4	3	3	2	3
M PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	2	2	3	4	3	3
N PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	9	5	4	3	2	2
O PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	9	9	7	4	3	2
P PERFORMING MAINTENANCE SUPPORT TASKS	8	8	5	3	4	2
Q PERFORMING EQUIPMENT REVIEW TASKS	2	3	3	2	3	2
R PERFORMING ENGINE MANAGEMENT TASKS	-	-	-	2	1	1
S PERFORMING FUNDS MANAGEMENT TASKS	-	-	-	-	1	1
T ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	2	1	2	1	1	1
U PERFORMING MATERIEL CONTROL TASKS	3	5	5	3	5	2
V PREPARING MUNITIONS REPORTS AND DOCUMENTS	-	-	-	-	-	-
W RECEIVING PROPERTY	3	2	2	1	2	-
X INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	2	2	2	1	1	1
Y ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	5	3	3	2	2	2
Z DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	5	4	3	2	3	1
TOTAL	72	58	48	37	37	30

- DENOTES LESS THAN 1%

TABLE 20

PERCENT TIME SPENT ON DUTIES BY AFS 645X0A AFMS GROUPS

DUTIES	MONTHS AFMS 1-48 (N=18)	49-96 (N=72)	97-144 (N=52)	145-192 (N=50)	193-240 (N=44)	241+ (N=31)
MANAGEMENT, SUPERVISION, AND ADMINISTRATION						
A ORGANIZING AND PLANNING	1	2	4	6	10	12
B DIRECTING AND IMPLEMENTING	3	5	8	13	19	21
C INSPECTING AND EVALUATING	1	2	3	6	8	9
D TRAINING	2	2	5	5	8	5
E MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	14	16	15	13	11	11
TOTAL	21	27	35	43	56	58
TECHNICAL						
F OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	8	4	3	3	4	1
G OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	1	2	2	1	1	-
H PERFORMING MANUAL ACCOUNTING PROCEDURES	8	6	6	5	3	7
I MAINTAINING PROGRAMS	-	-	-	-	-	-
J MANAGING AND ANALYZING COMPUTER SYSTEMS	-	-	-	1	-	-
K PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	-	-	-	-	1	-
L INVENTORYING EQUIPMENT AND SUPPLIES	13	10	10	8	6	7
M PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	2	3	3	5	6	5
N PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	7	8	6	5	3	2
O PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	10	9	10	8	6	4
P PERFORMING MAINTENANCE SUPPORT TASKS	4	7	6	4	2	2
Q PERFORMING EQUIPMENT REVIEW TASKS	-	1	-	-	1	1
R PERFORMING ENGINE MANAGEMENT TASKS	-	-	-	-	-	-
S PERFORMING FUNDS MANAGEMENT TASKS	-	-	-	-	-	-
T ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	1	-	-	-	-	-
U PERFORMING MATERIEL CONTROL TASKS	-	-	-	-	-	-
V PREPARING MUNITIONS REPORTS AND DOCUMENTS	5	5	5	6	4	5
W RECEIVING PROPERTY	4	6	4	3	2	2
X INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	3	2	2	2	2	2
Y ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	7	6	5	4	2	3
Z DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	6	4	3	2	1	1
TOTAL	79	73	65	57	44	42

- DENOTES LESS THAN 1%

TABLE 21

PERCENT TIME SPENT ON DUTIES BY AFS 645X1 AFMS GROUPS

DUTIES	MONTHS AFMS 1-48 (N=277)	49-96 (N=111)	97-144 (N=87)	145-192 (N=48)	193-240 (N=32)	241+ (N=30)
MANAGEMENT, SUPERVISION, AND ADMINISTRATION						
A ORGANIZING AND PLANNING	3	6	9	10	14	16
B DIRECTING AND IMPLEMENTING	3	11	15	17	19	23
C INSPECTING AND EVALUATING	1	3	5	7	6	13
D TRAINING	1	7	7	7	5	6
E MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	4	5	7	9	7	6
TOTAL	12	32	43	50	51	64
TECHNICAL						
F OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	5	2	2	4	2	1
G OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	1	1	1	3	-	-
H PERFORMING MANUAL ACCOUNTING PROCEDURES	1	1	1	1	-	1
I MAINTAINING PROGRAMS	-	-	-	-	-	-
J MANAGING AND ANALYZING COMPUTER SYSTEMS	-	-	-	-	-	-
K PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	-	-	-	-	-	-
L INVENTORYING EQUIPMENT AND SUPPLIES	5	4	4	3	2	2
M PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	1	1	1	2	1	4
N PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	2	1	1	1	1	2
O PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	1	1	1	1	1	-
P PERFORMING MAINTENANCE SUPPORT TASKS	4	4	2	1	2	1
Q PERFORMING EQUIPMENT REVIEW TASKS	-	1	-	-	-	-
R PERFORMING ENGINE MANAGEMENT TASKS	-	-	-	-	-	-
S PERFORMING FUNDS MANAGEMENT TASKS	-	-	-	-	-	-
T ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	1	1	-	-	1	-
U PERFORMING MATERIEL CONTROL TASKS	1	1	1	-	1	-
V PREPARING MUNITIONS REPORTS AND DOCUMENTS	-	-	-	-	-	-
W RECEIVING PROPERTY	17	10	8	9	10	8
X INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	3	6	10	6	6	5
Y ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	23	19	14	14	15	8
Z DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	23	15	11	5	7	4
TOTAL	88	68	57	50	49	36

- DENOTES LESS THAN 1%

TABLE 22

PERCENT TIME SPENT ON DUTIES BY AFS 645X2 AFMS GROUPS

DUTIES	MONTHS AFMS 1-48 (N=18)	49-96 (N=110)	97-144 (N=106)	145-192 (N=78)	193-240 (N=155)	241+ (N=289)
MANAGEMENT, SUPERVISION, AND ADMINISTRATION						
A ORGANIZING AND PLANNING	1	1	3	7	13	18
B DIRECTING AND IMPLEMENTING	1	2	5	13	21	28
C INSPECTING AND EVALUATING	1	1	3	10	11	17
D TRAINING	1	1	3	4	4	5
E MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	1	1	3	6	7	8
TOTAL	5	6	17	40	56	76
TECHNICAL						
F OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	6	5	5	3	2	1
G OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	64	63	50	24	16	2
H PERFORMING MANUAL ACCOUNTING PROCEDURES	-	-	-	-	-	-
I MAINTAINING PROGRAMS	10	10	10	6	4	1
J MANAGING AND ANALYZING COMPUTER SYSTEMS	13	13	16	18	11	4
K PERFORMING COMMAND OR EQUIVALENT LEVEL COMPUTER SYSTEMS FUNCTIONS	1	1	1	3	3	2
L INVENTORYING EQUIPMENT AND SUPPLIES	-	-	-	-	-	1
M PERFORMING STANDARDIZATION AND SURVEILLANCE TASKS	-	1	1	4	5	5
N PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	-	1	-	1	1	1
O PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	1	-	-	1	1	2
P PERFORMING MAINTENANCE SUPPORT TASKS	-	-	-	-	-	1
Q PERFORMING EQUIPMENT REVIEW TASKS	-	-	-	-	1	1
R PERFORMING ENGINE MANAGEMENT TASKS	-	-	-	-	-	-
S PERFORMING FUNDS MANAGEMENT TASKS	-	-	-	-	-	-
T ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	-	-	-	-	-	-
U PERFORMING MATERIEL CONTROL TASKS	-	-	-	-	-	1
V PREPARING MUNITIONS REPORTS AND DOCUMENTS	-	-	-	-	-	-
W RECEIVING PROPERTY	-	-	-	-	-	-
X INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	-	-	-	-	-	1
Y ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	-	-	-	-	-	1
Z DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	-	-	-	-	-	-
TOTAL	95	94	83	60	44	24

- DENOTES LESS THAN 1%

ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for this Occupational Survey, incumbents holding a 7- or 9-skill level from various commands and locations were selected to rate task difficulty. Tasks were rated on a nine-point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Interrater reliability (as assessed through components of variance of standardized group means) among the 28 raters was .88. Ratings were adjusted (standardized) so that tasks of average difficulty have ratings of 5.00.

Tables 23 and 24 list the most difficult and the least difficult tasks performed by 645X0/645X0A/645X1/645X2 personnel. Tasks relating to managerial functions accounted for nearly 30 percent of the tasks rated as more difficult (above 5.00). Overall, 63 percent of the managerial tasks (Duties A through E) were rated by incumbents as being above average in difficulty. Tasks in Duty K, Performing Command or Equivalent Level Computer Systems Functions, and Duty J, Managing and Analyzing Computer Systems, were also consistently rated among the more difficult tasks by survey respondents.

There are a number of duty areas in which task difficulty was rated as being generally below average. There included tasks involving Inventorying Equipment and Supplies (Duty L), Performing Internal Accounting and Documenting Tasks (Duty N), Accounting for Individual and Organizational Equipment (Duty T), Receiving Property (Duty W), and Delivering Materials and Performing General Facilities Maintenance (Duty Z).

Job Difficulty Index (JDI)

Having computed the task difficulty index for each inventory item, it is possible to also compute the Job Difficulty Index (JDI) for groups identified in the survey analysis. This index provides a relative measure of which jobs, when compared to other jobs identified, are more or less difficult. The JDI is based on an equation using number of tasks performed and the average difficulty per unit time spent. The index ranks jobs on scale of 1 for very easy jobs to 25 for very difficult jobs. The indices are then adjusted so that the average job difficulty index is 13.00. The JDI was computed for the job types and clusters identified in the CAREER LADDER STRUCTURE section.

Table 25 show the job difficulty values for the major clusters, job types, and independent job types. Supply Computer Systems Personnel show a very high JDI of 20.9, followed by Munitions Supply Personnel, and Materiel Control Personnel. Respondents in the Pick Up and Delivery Personnel cluster ranked the lowest, with a JDI of 4.9.

TABLE 23

MOST DIFFICULT TASKS PERFORMED BY 645X0/A/1/2 SURVEY RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING	DIFFICULTY INDEX
B13	DIRECT MANAGEMENT AND PROCEDURES FUNCTIONS	9	7.7
D21	WRITE CDCs	1	7.6
A10	PLAN DEVELOPMENT OR OPERATION OF SUPPLY ELECTRONIC DATA PROCESSING (EDP) SYSTEMS	7	7.5
S2	DEVELOP STOCK FUND OPERATING PROGRAMS	1	7.2
K1	ACT AS PROJECT MANAGER FOR SYSTEM MODIFICATIONS OR ENHANCEMENTS	1	7.2
D22	WRITE JOB PROFICIENCY GUIDES (JPG)	3	7.1
K38	WRITE PROGRAM RUN INSTRUCTIONS	2	7.1
K10	DEVELOP DATA AUTOMATION REQUIREMENT PROPOSALS	1	7.0
M4	CONDUCT INSPECTIONS OR MAKE STAFF VISITS TO OTHER UNITS OR AGENCIES	11	6.9
K14	DEVELOP PROGRAM LOGIC OR CONVERSION INSTRUCTIONS FOR SATELLIZATION OF STOCK RECORD ACCOUNTS	1	6.8
M5	CONDUCT QUALITY ASSURANCE SURVEYS FOR MUNITIONS ACCOUNTS	4	6.7
K2	ANALYZE OUTPUT OR RESULTS GENERATED DURING PROGRAMMING TESTING	2	6.7
J11	ANALYZE PROBLEM REPORTS	6	6.7
G75	WRITE PROGRAM RUN INSTRUCTIONS	9	6.7
A4	DEVELOP MANAGEMENT BY OBJECTIVES (MBO) PROGRAMS OR CRITERIA	17	6.6
B38	PREPARE RECOMMENDATIONS OF CHANGES IN PROCEDURES OR POLICIES FOR SUBMISSION TO HIGHER HEADQUARTERS	18	6.6
I4	CORRECT ERRORS DETECTED BY PROCESSING PROGRAMS	11	6.6
J17	COMPILE SUPPLY ASSEMBLY LANGUAGE (SAL) 008 PROGRAMS OR PREPARE DOCUMENTATION AND RUN INSTRUCTIONS	10	6.6
D6	CONDUCT RESIDENT TECHNICAL TRAINING COURSES	2	6.6
K7	DEBUG PAL PROGRAMS	1	6.5

TABLE 24

LEAST DIFFICULT TASKS PERFORMED BY 645X0/A/1/2 SURVEY RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING	DIFFICULTY INDEX
L14	PLACE COUNT CARDS IN BINS	7	1.8
E19	OPERATE MICROFICHE VIEWERS OR PRINTERS	35	1.9
L9	COUNT PROPERTY	18	1.9
Y17	MOVE PROPERTY TO PICK-UP AND DELIVERY UNITS	12	2.6
P22	PREPARE TURN-IN DOCUMENTS	8	2.6
Z4	DELIVER OR PICK UP PROPERTY ITEMS	16	2.8
P25	REPLENISH BENCH STOCKS	6	3.0
Z3	COMPLETE DELIVERY DOCUMENTS	8	3.1
Z7	OBTAIN AUTHORIZED REPRESENTATIVE SIGNATURES FOR EQUIPMENT OR SUPPLIES	11	3.3
E13	MAINTAIN MICROFICHE PUBLICATIONS FILES	19	3.4
W16	SEGREGATE INCOMING PROPERTY PRIOR TO PROCESSING	7	3.5
B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	47	3.6
E2	ESTABLISH OR MAINTAIN SUSPENSE FILES	35	3.7
010	PREPARE INPUTS TO LOAD, CHANGE, OR DELETE EXCEPTION CODES	12	3.9
W3	EXAMINE PROPERTY RECEIVED FOR DAMAGE	17	4.0
Y33	SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	12	4.1
027	REVIEW OR VALIDATE DUE-OUTS	16	4.2
P19	PREPARE ISSUE INPUTS FOR COMPUTER PROCESSING	14	4.2
05	INITIATE FOLLOW-UP ACTIONS FOR REQUISITIONS	14	4.2
E4	MAINTAIN CENTRALIZED FILES OF INDEXES, DIRECTIVES, STOCKLISTS, OR TABLES OF ALLOWANCES	16	4.2

TABLE 25

JOB DIFFICULTY INDICES FOR CAREER LADDER GROUPS

GROUPS	JOB DIFFICULTY INDEX*
SUPPLY COMPUTER SYSTEMS PERSONNEL (GRP028)	20.9
MUNITIONS SUPPLY PERSONNEL (GRP347)	18.7
MATERIEL CONTROL PERSONNEL (GRP286)	16.7
SUPERVISORY AND MANAGERIAL PERSONNEL (GRP058)	14.9
SUPPLY INSPECTORS (GRP143)	13.3
STORAGE AND ISSUE PERSONNEL (GRP241)	11.5
ALLOWANCE AND AUTHORIZATION PERSONNEL (GRP220)	11.0
STOCK CONTROL PERSONNEL (GRP064)	10.7
DOCUMENT CONTROL CLERKS (GRP105)	9.1
INVENTORY PERSONNEL (GRP055)	8.6
DEMAND PROCESSING CLERKS (GRP162)	8.5
RECEIVING PERSONNEL (GRP083)	8.5
FILE MAINTENANCE CLERKS (GRP964)	8.0
MATERIEL CONTROL VERIFIERS (GRP030)	7.6
ITEM RESEARCH CLERKS (GRP302)	7.1
BENCH STOCK SUPPORT UNIT (GRP161)	6.7
PCAM OPERATORS AND DISTRIBUTION CLERKS (GRP817)	6.5
PICK UP AND DELIVERY PERSONNEL (GRP076)	4.9

ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

In conjunction with the analysis of DAFSC groups, a comparison was made between the AFSC group job descriptions compiled from survey data and the specialty descriptions in AFR 39-1 for all AFSC's in the 645XX career field. The comparison indicates that the AFR 39-1 Specialty Descriptions contain statements of responsibility which are sufficiently broad in scope to include all required tasks performed by significant percentages of AFS 645X0/OA/X1/X2 personnel.

The specialty descriptions adequately parallel all of the major clusters and independent job types involved in each ladder regardless of a rather high degree of specialization within some clusters and independent job types.

COMPARISON OF OCCUPATIONAL SURVEY DATA WITH SPECIALTY TRAINING STANDARDS (STS)

The STS is designed to describe the tasks and knowledges necessary for airmen to perform duties in a career ladder. There is an STS for each of the career ladders in the supply career field. The purpose of this comparison is to determine how closely each STS reflects tasks performed in the field as expressed by responses to the job inventory.

Reviews of the 645X0, 645X0A, 645X1, and 645X2 STSs were made by comparing STS items to survey data. Subject matter specialists at the Lowry Technical Training Center, Lowry AFB, Co, matched the inventory tasks to the STS paragraphs.

In general, the STSs appear to provide excellent coverage of the tasks performed by personnel in the career field. Many tasks overlap between AFS 645X0, 645X1 and, to a somewhat lesser extent, 645X0A groups (See Table 9 or 10 under ANALYSIS OF DAFSC GROUPS). This overlap is not reflected in the STS's except to a minor degree in areas where common tasks are performed.

COMPARISON OF CURRENT SURVEY TO PREVIOUS SURVEY

The results of this survey were compared to those of Occupational Survey Report 90-64X-069, dated 1 October 1972 and its amendment dated 1 March 1973 which covered the Inventory Management and Materiel Facilities personnel, and Occupational Survey Report 90-648-115, dated 20 March 1974 which covered the Supply Systems personnel. In general there are no major differences in the results of the two studies. While there are some differences in the major cluster titles between the previous study and the present study, the more recent clusters tend to be broader, containing within the cluster job types previously identified as clusters. This realignment of the career field structure is primarily a result of organizational changes within the Supply Career Field since the last survey. Table 26 lists the major clusters of the previous survey and the recent configuration with the resultant realignment of functions.

The following points made in the previous survey are still considered to be valid.

1. There appear to be many different jobs within the Inventory Management (AFS 645X0) and Materiel Facilities (AFS 645X1) career ladders which require different skills and knowledges to perform. Taken two or three at a time, these jobs would probably not be difficult for one man to master; but when required to be proficient in all of these, the load may possibly be unmanageable.

2. While it is true that the 645X0 and 645X1 career ladders are extremely heterogeneous when viewed in their entirety, individual clusters of jobs show a degree of homogeneity, with large percentages of the airmen in a particular cluster performing several types of tasks. In other words, while the specialties are very broad in the tasks they encompass, the jobs within career ladders are fairly narrow.

3. Analysis of the major clusters show a definite overlapping of responsibilities for tasks between the 645X0 and 645X1 career ladders. The present survey has substantiated the continuing overlap between DAFSC 645X0 and 645X1 personnel with a fairly substantial degree of the same overlap applying to DAFSC 645X0A incumbents.

Overall, the results and recommendations of the previous study have been substantiated by the present report. Specific recommendations and conclusions will be further detailed in the DISCUSSION section of this report.

TABLE 26

COMPARISON OF MAJOR CLUSTERS BETWEEN PRESENT OSR AND PREVIOUS OSR

MAJOR CLUSTERS PRESENT OSR	MAJOR CLUSTERS 1972 OSR
DEMAND PROCESSING CLERKS	DEMAND PROCESSING
ITEM RESEARCH CLERKS	RESEARCH
FILE MAINTENANCE CLERKS	ALLOWANCE AND AUTHORIZATION
ALLOWANCE AND AUTHORIZATION CLERKS	DOCUMENT CONTROL
DOCUMENT CONTROL CLERKS	FILE MAINTENANCE
SUPERVISORY AND MANAGERIAL PERSONNEL	SUPERVISION
	TRAINING
STOCK CONTROL PERSONNEL	REQUIREMENTS AND REQUISITIONING
RECEIVING PERSONNEL	RECEIVING
MUNITIONS SUPPLY PERSONNEL	MUNITIONS SUPPLY
MATERIEL CONTROL PERSONNEL	MATERIEL CONTROL TYPE I
STORAGE AND ISSUE PERSONNEL	WAREHOUSING
	STORAGE AND ISSUE
	INVENTORY
INVENTORY PERSONNEL	INDIVIDUAL EQUIPMENT
	TOOL ISSUE
PICK UP AND DELIVERY PERSONNEL	PICKUP AND DELIVERY
BENCH STOCK SUPPORT UNIT	BENCH STOCK SUPPORT
SUPPLY COMPUTER SYSTEMS PERSONNEL	SUPPLY SYSTEMS SUPERVISOR
	COMPUTER OPERATOR
	SYSTEMS ANALYST
	SUPPLY SYSTEM STAFF
SUPPLY INSPECTORS	SUPPLY INSPECTION
MATERIEL CONTROL VERIFIERS	MATERIEL CONTROL TYPE II
PCAM OPERATORS AND DISTRIBUTION CLERKS	PCAM

DISCUSSION

As currently structured, the Supply Career Field is comprised of three ladders which cover a large variety of functions and tasks. Most of the functions tend to be performed almost exclusively by personnel in only one ladder. In only one group (Bench Stock Support personnel) is there a fairly large degree of overlap in the functions performed across the current 645X0 and 645X1 ladders.

As discussed in the ANALYSIS OF DAFSC GROUPS section, there is a high degree of heterogeneity in the DAFSC 645X0 and 645X1 career ladders. The number of tasks performed by more than 30 percent of these respondents is very low (13 and 21 tasks for DAFSC 645X0 and 645X1 respondents, respectively). This finding implies that providing task specific resident training would not be cost effective for either of these two ladders. One solution to this apparent problem would be to provide an initial orientation course for personnel identified for entry into these ladders with appropriate advanced resident training at some later point in the individual's career.

As stated earlier in the ANALYSIS OF DAFSC GROUPS section, the 645X0A respondents perform the same types of jobs as performed by the 645X0 respondents. Munitions related jobs cover the full spectrum of inventory management tasks. Task specific training for these individuals would appear more cost effective than similar training for 645X0 respondents. This conclusion is based in part on the fact that seven times more tasks are performed by 30 percent or more of these respondents than by 645X0 respondents (98 tasks versus 13 tasks). On the average, 645X0A respondents perform twice as many tasks as are performed by 645X0 respondents.

The 645X2 DAFSC group is clearly the most homogeneous of the Supply Career ladders surveyed. Eighty-six percent of these respondents grouped into the Supply Computer Systems Personnel cluster and over 150 inventory tasks are performed by more than 30 percent of these respondents. Overall this is a very distinctive career ladder and has little or no overlap with the other career ladders surveyed.

APPENDIX A

GROUP ID NUMBER AND TITLE: GRP162 - DEMAND PROCESSING CLERKS

NUMBER IN GROUP: 40 PERCENT OF SAMPLE: 1%

LOCATION: CONUS (80%), OVERSEAS (20%)

AVERAGE GRADE: 3.2

GROUP DIFFERENTIATING TASKS:

TASKS	
F15	OPERATE REMOTE KEYBOARD UNITS
E19	OPERATE MICROFICHE VIEWERS OR PRINTERS
P19	PREPARE ISSUE INPUTS FOR COMPUTER PROCESSING
N23	PROCESS PRIORITY OF SPECIAL PROJECT REQUESTS
P27	VERIFY DELIVERY PRIORITY OR URGENCY OF NEED DESIGNATORS
N4	COLLECT ORGANIZATION RECORD, SHOP CODE, OR DELIVERY DESTINATION DATA

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
N	PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	22
P	PERFORMING MAINTENANCE SUPPORT TASKS	16
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	14
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	11

GROUP ID NUMBER AND TITLE: GRP302 - ITEM RESEARCH CLERKS

NUMBER IN GROUP: 29 PERCENT OF SAMPLE: 1%

LOCATION: CONUS (83%), OVERSEAS (17%)

AVERAGE GRADE: 3.7

GROUP DIFFERENTIATING TASKS:

TASKS

E22	RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION AND CLASSIFICATION
E23	RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR SUPPLY TRANSACTION DATA
E29	RESEARCH SUPPLY TRANSACTION DATA SUCH AS ITEM IDENTIFICATION
N21	PREPARE OR MAINTAIN NON-NSN REQUISITION (MANUAL) FORMS (DD FORM 1348-6)
F15	OPERATE REMOTE KEYBOARD UNITS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
E	MAINTAINING AMD RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	46
N	PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	25
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	5

GROUP ID NUMBER AND TITLE: GRP964 - FILE MAINTENANCE CLERKS

NUMBER IN GROUP: 14 PERCENT OF SAMPLE: LESS THAN 1%

LOCATION: CONUS (71%), OVERSEAS (29%)

AVERAGE GRADE: 3.3

GROUP DIFFERENTIATING TASKS:

TASKS

N16	MAINTAIN STOCK NUMBER DIRECTORIES
N22	PREPARE OR PROCESS INDICATIVE DATA CHANGES SUCH AS STOCK LIST CHANGES
N3	AUDIT STOCK NUMBER USER DIRECTORY (SNUD) DATA
E19	OPERATE MICROFICHE VIEWERS OR PRINTERS
F15	OPERATE REMOTE KEYBOARD UNITS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
N	PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	52
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	26
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	7

GROUP ID NUMBER AND TITLE: GRP220 - ALLOWANCE AND AUTHORIZATION PERSONNEL

NUMBER IN GROUP: 49 PERCENT OF SAMPLE: 2%

LOCATION: CONUS (82%), OVERSEAS (18%)

AVERAGE GRADE: 4.3

GROUP DIFFERENTIATING TASKS:

TASKS

Q10 PREPARE, PROCESS, OR REVIEW CUSTODIAN REQUEST/RECEIPT FORMS (AF FORM 601B)
Q12 REVIEW ALLOWANCE OR AUTHORIZATION DOCUMENTS
Q5 PREPARE INPUTS TO LOAD, CHANGE, OR DELETE EQUIPMENT AUTHORIZATION INVENTORY DATE(EAID) IN-USE DETAIL RECORDS
Q9 PREPARE, PROCESS, OR REVIEW ALLOWANCE/AUTHORIZATION CHANGE REQUEST FORMS (AF FORM 601a)
E21 RESEARCH ALLOWANCE DOCUMENTS OR PUBLICATIONS TO DETERMINE EQUIPMENT OR SUPPLY AUTHORIZATION
E19 OPERATE MICROFICHE VIEWERS OR PRINTERS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
Q	PERFORMING EQUIPMENT REVIEW TASKS	39
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	21
B	DIRECTING AND IMPLEMENTING	8

GROUP ID NUMBER AND TITLE: GRP105 - DOCUMENT CONTROL CLERKS

NUMBER IN GROUP: 61 PERCENT OF SAMPLE: 2%

LOCATION: CONUS (79%), OVERSEAS (21%)

AVERAGE GRADE: 3.7

GROUP DIFFERENTIATING TASKS:

TASKS

E9	MAINTAIN DOCUMENT CONTROL FILES OR REGISTERS FOR SUPPLY ACCOUNTS
E8	MAINTAIN DOCUMENT CONTROL FILES OR REGISTERS FOR EQUIPMENT ACCOUNTS
E2	ESTABLISH OR MAINTAIN SUSPENSE FILES
N26	SCREEN OR PROCESS DELINQUENT SOURCE DOCUMENTS
N18	PERFORM QUALITY CONTROL REVIEWS OF ACCOUNTABLE SOURCE DOCUMENTS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	36
N	PERFORMING INTERNAL ACCOUNTING AND DOCUMENTING TASKS	17
B	DIRECTING AND IMPLEMENTING	7

GROUP ID NUMBER AND TITLE: GRP058 - SUPERVISORY AND MANAGERIAL PERSONNEL

NUMBER IN GROUP: 761 PERCENT OF SAMPLE: 26%

LOCATION: CONUS (70%), OVERSEAS (30%)

AVERAGE GRADE: 6.7

GROUP DIFFERENTIATING TASKS:

TASKS

B1	CONDUCT OR PARTICIPATE IN STAFF MEETINGS
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES
A3	DETERMINE WORK PRIORITIES
B36	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES
E25	RESEARCH PUBLICATIONS FOR GENERAL SUPPLY POLICIES OR PROCEDURES
C25	WRITE OR INDORSE AIRMAN PERFORMANCE REPORTS (APR)

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
B	DIRECTING AND IMPLEMENTING	27
A	ORGANIZING AND PLANNING	17
C	INSPECTING AND EVALUATING	14
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	10
D	TRAINING	8

GROUP ID NUMBER AND TITLE: GRP064 - STOCK CONTROL PERSONNEL

NUMBER IN GROUP: 152 PERCENT OF SAMPLE: 5%

LOCATION: CONUS (65%), OVERSEAS (35%)

AVERAGE GRADE: 4.2

GROUP DIFFERENTIATING TASKS:

TASKS	
018	PREPARE OR SUBMIT REQUISITION ACTIONS
05	INITIATE FOLLOW-UP ACTIONS FOR REQUISITIONS
010	PREPARE INPUTS TO LOAD, CHANGE, OR DELETE EXCEPTION CODES
B25	DRAFT CORRESPONDENCE
E16	MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS
H9	POST REQUISITION STATUS OR FILL STATUS CARDS
F1	DISTRIBUTE COMPUTER OUTPUTS OR PRODUCTS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
O	PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	37
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	11
B	DIRECTING AND IMPLEMENTING	10
H	PERFORMING MANUAL ACCOUNTING PROCEDURES	6
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	5

GROUP ID NUMBER AND TITLE: GRP083 - RECEIVING PERSONNEL

NUMBER IN GROUP: 131 PERCENT OF SAMPLE: 5%

LOCATION: CONUS (76%), OVERSEAS (24%)

AVERAGE GRADE: 4.0

GROUP DIFFERENTIATING TASKS:

TASKS

W1	COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS
W3	EXAMINE PROPERTY RECEIVED FOR DAMAGE
W10	PREPARE DOCUMENTS FOR PROPERTY RECEIVED WITHOUT DOCUMENTATION
Y17	MOVE PROPERTY TO PICK-UP AND DELIVERY UNITS
B7	DIRECT CENTRAL RECEIVING ACTIVITIES
Z10	OPERATE MATERIEL HANDLING EQUIPMENT SUCH AS FORKLIFTS OR TUGS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
W	RECEIVING PROPERTY	44
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	8
B	DIRECTING AND IMPLEMENTING	7
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	7
Z	DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	6

GROUP ID NUMBER AND TITLE: GRP347 - MUNITION SUPPLY PERSONNEL

NUMBER IN GROUP: 130 PERCENT OF SAMPLE: 5%

LOCATION: CONUS (69%), OVERSEAS (31%)

AVERAGE GRADE: 5.1

GROUP DIFFERENTIATING TASKS:

TASKS

B16	DIRECT MUNITIONS SUPPLY FUNCTIONS
L4	CONDUCT CYCLE, SAMPLE, OR SPECIAL INVENTORIES
E7	MAINTAIN CUSTODY RECEIPT FILES OR REGISTERS
018	PREPARE OR SUBMIT REQUISITION ACTIONS
E30	TYPE CORRESPONDENCE OR REPORTS
L7	CONDUCT SUPPLY POINT INVENTORIES

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	13
L	INVENTORYING EQUIPMENT AND SUPPLIES	10
O	PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	9
B	DIRECTING AND IMPLEMENTING	8

GROUP ID NUMBER AND TITLE: GRP286 - MATERIEL CONTROL PERSONNEL

NUMBER IN GROUP: 94 PERCENT OF SAMPLE: 3%

LOCATION: CONUS (75%), OVERSEAS (25%)

AVERAGE GRADE: 4.4

GROUP DIFFERENTIATING TASKS:

TASKS

E19	OPERATE MICROFICHE VIEWERS OR PRINTERS
E22	RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION AND CLASSIFICATION
P12	MAINTAIN SURVEILLANCE OF DIFM ITEMS
Y23	PREPARE ISSUING OR SHIPPING DOCUMENTS
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES
O28	REVIEW OR VALIDATE PRIORITY MONITOR REPORTS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	17
P	PERFORMING MAINTENANCE SUPPORT TASKS	11
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	8
B	DIRECTING AND IMPLEMENTING	7
O	PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	7

GROUP ID NUMBER AND TITLE: GRP143 - SUPPLY INSPECTORS

NUMBER IN GROUP: 34 PERCENT OF SAMPLE: 1%

LOCATION: CONUS (62%), OVERSEAS (38%)

AVERAGE GRADE: 4.9

GROUP DIFFERENTIATING TASKS:

TASKS	
X6	COORDINATE WITH MAINTENANCE FOR ITEMS NEEDING CORROSION CONTROL
X4	COMPARE IDENTITY, CONDITION, OR STATUS OF PROPERTY WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS OR TAGS
X18	IDENTIFY PROPERTY USING SUPPLY OR TECHNICAL PUBLICATIONS
E22	RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION AND CLASSIFICATION
Y9	EXAMINE CONTAINERS TO SEE THAT THEY ARE PROPERLY CLOSED, BANDED, OR SEALED

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
X	INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	48
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	14
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	8
W	RECEIVING PROPERTY	5

GROUP ID NUMBER AND TITLE: GRP241 - STORAGE AND ISSUE PERSONNEL

NUMBER IN GROUP: 208 PERCENT OF SAMPLE: 7%

LOCATION: CONUS (74%), OVERSEAS (26%)

AVERAGE GRADE: 4.2

GROUP DIFFERENTIATING TASKS:

TASKS	
Y22	PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS
Y14	LOCATE AND SELECT ITEMS TO BE ISSUED, SHIPPED, OR TRANSFERRED
Y34	SET UP BINS, RACKS, BAYS, WAREHOUSES, OR OTHER STORAGE FACILITIES
Z10	OPERATE MATERIEL HANDLING EQUIPMENT SUCH AS FORKLIFTS OR TUGS
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES
W1	COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	41
Z	DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	8
B	DIRECTING AND IMPLEMENTING	7
W	RECEIVING PROPERTY	6

GROUP ID NUMBER AND TITLE: GRP055 - INVENTORY PERSONNEL

NUMBER IN GROUP: 94 PERCENT OF SAMPLE: 3%

LOCATION: CONUS (76%), OVERSEAS (24%)

AVERAGE GRADE: 3.9

GROUP DIFFERENTIATING TASKS:

TASKS

L2	COMPARE PHYSICAL COUNTS OF PROPERTY WITH STOCK RECORD BALANCES
L23	RESEARCH INVENTORY DISCREPANCIES
E2	ESTABLISH OR MAINTAIN SUSPENSE FILES
B33	INDOCTRINATE NEWLY ASSIGNED PERSONNEL
T4	DOCUMENT ISSUE OR TURN-IN OF ORGANIZATIONAL EQUIPMENT ITEMS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
L	INVENTORYING EQUIPMENT AND SUPPLIES	38
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	9
B	DIRECTING AND IMPLEMENTING	7
T	ACCOUNTING FOR INDIVIDUAL AND ORGANIZATIONAL EQUIPMENT	6

GROUP ID NUMBER AND TITLE: GRP030 - MATERIEL CONTROL VERIFIERS

NUMBER IN GROUP: 78 PERCENT OF SAMPLE: 3%

LOCATION: CONUS (77%), OVERSEAS (23%)

AVERAGE GRADE: 4.1

GROUP DIFFERENTIATING TASKS:

TASKS	
U17	VERIFY OR MONITOR NORS REQUIREMENTS
U10	PREPARE VERIFICATION WORKSHEET FORMS (AF FORM 2414)
E16	MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS
P14	OBTAIN VERIFICATION OF PRIORITY ON REQUESTS FOR ITEMS NOT AVAILABLE FOR ISSUE
028	REVIEW OR VALIDATE PRIORITY MONITOR REPORTS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
U	PERFORMING MATERIEL CONTROL TASKS	36
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	23
P	PERFORMING MAINTENANCE SUPPORT TASKS	10
O	PERFORMING REQUIREMENTS AND REQUISITIONING TASKS	5

GROUP ID NUMBER AND TITLE: GRP076 - PICK UP AND DELIVERY PERSONNEL

NUMBER IN GROUP: 112 PERCENT OF SAMPLE: 4%

LOCATION: CONUS (78%), OVERSEAS (22%)

AVERAGE GRADE: 3.7

GROUP DIFFERENTIATING TASKS:

TASKS	
Z4	DELIVER OR PICK UP PROPERTY ITEMS
Z8	OPERATE CONVENTIONAL VEHICLES SUCH AS CARS OR PICK-UP TRUCKS
Z7	OBTAIN AUTHORIZED REPRESENTATIVE SIGNATURES FOR EQUIPMENT OR SUPPLIES
Z5	DELIVER PARTS, ACCESSORIES, OR OTHER EQUIPMENT TO AIRCRAFT
Y20	PLACE OR POSITION PROPERTY IN VEHICLES OR SHIPPING CONTAINERS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
Z	DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	65
Y	ISSUING, SHIPPING, STORING, AND TRANSFERRING SUPPLIES AND EQUIPMENT	8

GROUP ID NUMBER AND TITLE: GRP161 - BENCH STOCK SUPPORT UNIT

NUMBER IN GROUP: 51 PERCENT OF SAMPLE: 2%

LOCATION: CONUS (82%), OVERSEAS (18%)

AVERAGE GRADE: 3.3

GROUP DIFFERENTIATING TASKS:

TASKS	
P25	REPLENISH BENCH STOCKS
B13	MAINTAIN SURVEILLANCE OF ORGANZATIONAL BENCH STOCKS
L3	CONDUCT BENCH STOCK INVENTORIES
Z8	OPERATE CONVENTIONAL VEHICLES SUCH AS CARS OR PICK-UP TRUCKS
W1	COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
P	PERFORMING MAINTENANCE SUPPORT TASKS	31
Z	DELIVERING MATERIALS AND PERFORMING GENERAL FACILITIES MAINTENANCE	18
L	INVENTORYING EQUIPMENT AND SUPPLIES	10
W	RECEIVING PROPERTY	7

GROUP ID NUMBER AND TITLE: GRP028 - SUPPLY COMPUTER SYSTEMS PERSONNEL

NUMBER IN GROUP: 410 PERCENT OF SAMPLE: 14%

LOCATION: CONUS (69%), OVERSEAS (31%)

AVERAGE GRADE: 5.3

GROUP DIFFERENTIATING TASKS:

TASKS

G1	ANALYZE COMPUTER STOPS FOR POSSIBLE HARDWARE MALFUNCTIONS
G57	REVIEW DAILY CONSOLE OPERATOR PROGRAM RUN SCHEDULES
G58	REVIEW OR ANNOTATE COMPUTER ROOM DIARIES OR LOGS
J24	DEVELOP LOCAL SAL 008 PROGRAMS
I6	LOAD PROGRAMS TO DISKS
B3	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
G	OPERATING THE SUPPLY COMPUTER SYSTEM AND TAPE INVENTORIES	45
J	MANAGING AND ANALYZING COMPUTER SYSTEMS	17
I	MAINTAINING PROGRAMS	9
B	DIRECTING AND IMPLEMENTING	6

GROUP ID NUMBER AND TITLE: GRP817 - PCAM OPERATORS AND DISTRIBUTION CLERKS

NUMBER IN GROUP: 22 PERCENT OF SAMPLE: LESS THAN 1%

LOCATION: CONUS (77%), OVERSEAS (23%)

AVERAGE GRADE: 3.3

GROUP DIFFERENTIATING TASKS:

TASKS

F12 OPERATE PUNCHED CARD SORTING MACHINES
F10 OPERATE KEYPUNCHES
F18 REVIEW AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE) OR PUNCH CARD ACCOUNTING MACHINE (PCAM) OUTPUTS
E2 ESTABLISH OR MAINTAIN SUSPENSE FILES
B40 SUPERVISE APPRENTICE INVENTORY MANAGEMENT SPECIALIST (AFSC 64530) PERSONNEL

TIME SPENT ON DUTIES:

DUTY		AVERAGE TIME SPENT BY ALL MEMBERS
F	OPERATING AND MANAGING COMPUTER SUPPORT EQUIPMENT	75
E	MAINTAINING AND RESEARCHING RECORDS, FILES, PUBLICATIONS, AND REPORTS	4
B	DIRECTING AND IMPLEMENTING	4